

**LIMERICK CITY AND COUNTY COUNCIL
COMMUNITY TOURISM & CULTURE DIRECTORATE**

PERMISSION REQUEST FORM FOR EVENTS ON THE LIMERICK GREENWAY

To request permission to hold an event on the Limerick Greenway, please complete all sections of this application.

1. APPLICATIONS DETAILS:

Organisation Name: _____

Key Contact Person: _____

Full Postal Address: _____

Telephone/Mobile: _____

Email: _____

Website: _____

2. ORGANISATIONAL STATUS

(State agency, Limited Company, Registered Charity, Community, Sports etc.)

3. OVERVIEW OF THE PROPOSED EVENT

Walking Event Family Fun Day Charity Event Cycling Event

Sporting Event Other (please specify) _____

Start Date _____ **Finish Date** _____ **Start Time** _____ **Finish Time** _____

Expected Participation numbers: _____ Expected Audience: _____

Is there a charge for this event? **Yes/ No** If Yes, How much: _____

Location and extent of the Greenway used for the event

Details of the Event:

Will your event require vehicles to operate on the Greenway **Yes/No**

If yes, reason for same:

Has your committee informed local Gardaí of the upcoming event: **Yes/No**

Please be aware that Limerick City & County Council has a **Leave no Trace** policy in place on the Greenway. Please refer to <https://www.leavenotraceireland.org/> in respect of the principles of Leave no Trace and how these shall be considered as part of the event planning and hosting. These principles shall be referred to in the Litter Management Plan (see list below).

Please refer to the checklist below before submitting your application

- | | |
|---|--------------------------|
| <u>INSURANCE:</u> Public Liability (copy attached) | <input type="checkbox"/> |
| Insurance indemnifying Limerick City and County Council | <input type="checkbox"/> |
| Employers Liability | <input type="checkbox"/> |
| Draft Event Management Plan | <input type="checkbox"/> |
| Health & Safety Statement | <input type="checkbox"/> |
| Litter Management Plan | <input type="checkbox"/> |

APPLICANT STATEMENT

I have completed all relevant sections of this application form and enclose the relevant insurance confirmations incorporating the required indemnity provisions as set out in the permissions Document. Furthermore, I confirm that all information provided is truthful and accurate.

Name (printed) _____

Signature _____

Position: _____

Date _____

Completed Applications, with relevant accompanying documentation must be submitted no later than **4 weeks** prior to event.

E-mail: greenway@limerick.ie

For attention: Tourism Department

Please ensure that you have read the Guidelines and completed the form in full before submitting your application.

PLEASE NOTE SUBMISSIONS RECEIVED OUTSIDE OF THE TIMELINE PRIOR TO THE EVENT CANNOT BE ACCEPTED.

Incomplete forms will be returned