

1. Name of event: _____
2. Event location: _____

3. Date and time of event: _____ Date: _____ / _____ / _____ Time: _____
4. Time and date when set up of event begins: _____ Date: _____ / _____ / _____ Time: _____
5. Description of event: _____

6. Can the event go ahead in continuous moderate rainfall and wind speeds of up to 30mph/50kmph? ☐ Yes ☐ No
7. Describe any weather and/or ground conditions which could cause the event to be cancelled, abandoned or disrupted, or cause additional costs to be incurred: ☐ Yes ☐ No
8. Has the event been held before? ☐ Yes ☐ No
9. If yes, how many times:
 - a. In all? _____
 - b. At this location? _____
 - c. At this time of year? _____
10. Has the event ever been affected by adverse weather and/or ground conditions? ☐ Yes ☐ No
If yes, please give details: _____

11. If yes to question 10, please provide detail of any measures that have been taken to prevent the situation reoccurring? _____

12. At present, are the event grounds in a good enough working condition to hold this event? ☐ Yes ☐ No
13. Will any stages, marquees or temporary structures be covered on three sides and above, with all electrical equipment protected from weather? ☐ Yes ☐ No
14. Does the event take place on tarmac, hard standing or similar surface? ☐ Yes ☐ No
If no, what contingency plans are in place in the event of adverse weather and/or ground conditions? _____

15. Have any drainage or ground improvements been made to the event site (including car parks or camping grounds) in the last 10 years? ☐ Yes ☐ No

If yes, please give details: _____

16. Are there hard standing access roads at the venue, including entrances/exits? ☐ Yes ☐ No

17. Is the car parking on tarmac, hard standing or similar surface? ☐ Yes ☐ No

If no, what contingency plans are in place in the event of adverse weather and/or ground conditions? _____

18. Are there separate entrances for event set up traffic and visitor traffic? ☐ Yes ☐ No

19. Are camping grounds required/provided for the event? ☐ Yes ☐ No

If yes, what contingency plans are in place in the event of adverse weather and/or ground conditions? _____

20. Is the venue liable to flooding? i.e. near a river or water course ☐ Yes ☐ No

21. Has any part of the event site (including car parks or camping grounds) been flooded or waterlogged during the last five (5) years? ☐ Yes ☐ No

If yes, please give details: _____

22. Proportion of tickets sold/revenue generated in advance of the event: _____

23. Are there any other events scheduled to take place on the event site in the 14 days directly before or after the event? ☐ Yes ☐ No

24. Considering the event as a whole, what contingency plans will you have in place to ensure the event can continue in circumstances of bad weather? (i.e Alternative venue or relocation, outdoor safety surfaces or safety vehicle, delayed start dates or times etc)

Please provide details: _____