**Appendix 1**

**Event Brief**

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| **1. Name of Organiser:**  |
| 1. **Address of Premises/Site:**
 |
| 1. **Business Address** **of Event Organiser (if different from 2.):**
 |
| 1. **Brief description of event and maximum numbers:**
 |
| 1. **Event Date:**
 |
| 1. **Start Time:**
 | **Finish Time:**  |

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| 1. **Names, Duties and Contact Details of the Premises Licence Holder/Organiser(s).**

**- Ensure that the person responsible for the control of noise during the event is identified (\*).** |
| **Name** | **Duties** | **Tel Number and Email** |
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| 1. **8**. **Plan of the premises/site to a scale of 1:500 attached?: Yes/No**
* Plan to show the locations of all music areas/fairground rides and dimensions of marquees and other temporary structures to be used during the event
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| 1. **Details of the Sound Engineer or Production Company to be Employed**
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| Name: |
| Address: |
| Telephone Number:  |

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| 1. **Will Fairground Rides and Similar Attractions be Provided: Yes/No**
* If Yes Provide the Details of the Company Supplying the Attractions
 |
| Name: |
| Address: |
| Telephone Number:  |

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| **Premises Licence holder** **(as named in 7 above)** | **Organiser of Event****(as named 7 above)** |
| Signed:  | Signed:  |
| Print name: | Print Name: |
| Date: | Date:  |

***Please return the completed Event Brief form (Appendix 1) to*** ***foodsafety@oxford.gov.uk*** ***Please make sure the premises/site map required in 8 is attached.***

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| **Environmental Health Contact Details**Business Regulation TeamEnvironmental HealthPlanning and Regulatory ServicesOxford City CouncilSt. Aldate’s Chambers109 St. Aldate’sOX1 1DS | Tel: 01865 252862Email: foodsafety@oxford.gov.ukWebsite: [www.oxford.gov.uk](http://www.oxford.gov.uk)  |