BEACH EVENT APPLICATION FORM

1. EVENT INFORMATION

DATE/S OF EVENT: __________________________

LOCATION: ________________________________

DATE/S AND TIMES ACCESS TO THE SITE IS REQUIRED:

From: __________________________ To: ________________

From: __________________________ To: ________________

(including set-up/dismantling time)

START AND END TIME OF EVENT: From: ________________ To: ________________

TYPE OF EVENT
Please provide a brief description of the event which includes the nature and scope of the event. (You may attach additional pages if necessary).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NUMBER OF PERSONS EXPECTED: __________________________

For Official Use Only

<table>
<thead>
<tr>
<th>Date received:</th>
<th>Application No.:</th>
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<td>Staff Signature:</td>
<td>Approval Date:</td>
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2. EVENT ORGANIZER

CONTACT PERSON: ____________________________________________

ON BEHALF OF: (Insert name and address of Company/Group/Organization)

______________________________________________________________

______________________________________________________________

______________________________________________________________

CONTACT NO: _______________ FAX: _______________

EMAIL: _______________________________________________________

CONTACT PERSON ON THE DAY OF THE EVENT AND CONTACT NUMBER (if different from above):

______________________________________________________________

3. SITE PLAN

On a separate page, please provide a drawing of the placement of all structures which includes tents, stages, parking, generators, speakers, etc. on a Site Plan.

Please note: The application WILL NOT be assessed if the Site Plan is not included

4. WASTE MANAGEMENT

SECTION NOT APPLICABLE ( )

Will the event generate garbage or any other waste? YES NO

If yes, please complete the following:

a. Please state how waste would be disposed of during and after the event (You may attach additional pages if necessary).

______________________________________________________________

______________________________________________________________

______________________________________________________________
b. Please provide the name and address of the waste disposal company you propose to work with (if applicable).

____________________________________________________________

____________________________________________________________

c. Will your event require the use of portable toilets? YES NO

d. If yes, please indicate the proposed number/s and illustrate the location on the site plan.

____________________________________________________________

5. TRAFFIC MANAGEMENT

SECTION NOT APPLICABLE ( )

a. Will normal traffic patterns be altered by the event? YES NO

If yes, please attach Traffic Management Plan to the Application Form

6. SAFETY AND SECURITY

SECTION NOT APPLICABLE ( )

Please describe your safety and security plan (which may include emergency response, name and number of security officers, etc.). If the proposed booking is for more than a day, give details of security with respect to securing of equipment/ displays, etc. left on-site overnight (You may attach additional sheets, if necessary):

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________
7. STRUCTURES

SECTION NOT APPLICABLE ( )

a. Will temporary structures be erected? YES NO

If yes, please provide the information below and illustrate on the Site Plan:

b. Type/s and number/s of structure/s proposed:
________________________________________________________________________
________________________________________________________________________


c. Size/s (give dimensions):
________________________________________________________________________
________________________________________________________________________

8. ENTERTAINMENT/SOUND

SECTION NOT APPLICABLE ( )

Events involving amplified sound require a Noise variation from the EMA. Events which propose the playing of recorded music or musical performances require a license from COTT. Copies of the relevant approvals must be submitted to the MOT

a. Will the event have music or other amplified sound? YES NO

b. Type of amplified sound

☐ PA System ☐ Amplified Sound/Recorded/DJ ☐ Live

c. Duration of amplified sound: From: To:

d. Sound check times: Date: From: To:

e. If there will be live musical performances and/or DJs, please list the names of acts/performers/DJs (attach more sheets if necessary)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Ministry of Tourism – Beach Event Guidelines
9. POWER SUPPLY

SECTION NOT APPLICABLE ( )

The applicant is responsible for providing their own power supply. The MOT cannot provide this amenity to applicants. Please provide details on how the need for power generation will be fulfilled. Include the location of power generation devices on the Site Plan

10. SALE OF FOOD/ PRODUCTS/ GIVEAWAYS

SECTION NOT APPLICABLE ( )

a. Do you plan to sell food items? YES NO
b. Do you plan to sell or give away products (other than food)? YES NO

If yes, please give details of items for sale/give-away

11. ADVERTISING

SECTION NOT APPLICABLE ( )

a. Is advertising at the site proposed? YES NO

If yes, please list the proposed sponsors and advertising media. Give dimensions and illustrate the placement of these on the Site Plan
12. ACCESS BY MACHINERY/VEHICLES

SECTION NOT APPLICABLE (  )

a. Is access via motorized vehicles required to the beach?  YES  NO

b. If access to the beach is required for machinery or vehicles, please describe the nature, number/s and size/s of vehicle/s and the purpose of access.


13. ALCOHOL

SECTION NOT APPLICABLE (  )

Liquor licenses are only granted once the applicant has received approval from the MOT. In order to ensure that the applicant receives a license in a timely manner, the applicant must submit the Beach Event Application Form within the four to eight week period before the event. After the license has been granted, a copy must be submitted to the MOT for full approval of the event.

a. Is it proposed that alcohol be consumed at the event?  YES  NO

b. Is it proposed that alcohol be sold at the event?  YES  NO

14. AQUATIC EVENTS

SECTION NOT APPLICABLE (  )

If your event involves activities in the beach, the Lifeguard Service must be notified. Please provide proof of the arrangement to have life guards at your event.
15. FILMING & PHOTOGRAPHY

SECTION NOT APPLICABLE ( )

If you are proposing to film or conduct a photo or film shoot at any of the facilities, please complete the section below.

If you plan on setting up a stationary location, please illustrate on the Site Plan the intended location for filming/photography.

a. Type of production:
   □ Feature □ Commercial □ TV Series □ Music Video
   □ Documentary □ Student □ Still Photo □ Other: ______

b. Total number of persons on site involved in the production:

c. Please give a short description of the shoot.

________________________________________
________________________________________
________________________________________

16. FIREWORKS/OPEN FIRES/EXPLOSIVES AND COOKING DEVICES

SECTION NOT APPLICABLE ( )

If your event includes the devices listed below, you may require approval from the Fire Prevention Unit of the Trinidad and Tobago Fire Services. Please be guided by the list in Section 2.15 of the Beach Event Guidelines.

a. Will the event include fireworks, open fires, explosives or cooking devices?

   YES   NO

If yes, will the following be used?

□ Fireworks display  □ Explosive devices  □ Bonfires
□ Open fires  □ Flammable materials  □ Pyrotechnics
□ Gas for cooking
17. PUBLIC LIABILITY INSURANCE

SECTION NOT APPLICABLE ( )

Events that pose significant risk to the public and property require Public Liability Insurance. A copy of the Certificate of Insurance should be forwarded to the MOT if it is deemed that Public Liability is required.
APPLICATION CHECKLIST

The following checklist is to be used as a guide for applicants when submitting their application to ensure that all sections have been completed. Please check sections completed and attachments included and submit with the application form.

1. ☐ Caution Fee
2. ☐ Site Plan
3. ☐ Waste Management Plan
4. ☐ Safety Procedures
5. ☐ Traffic Management Plan
6. ☐ Security Plan
7. ☐ Details of structures to be erected
8. ☐ EMA Variation required
9. ☐ COTT License required
10. ☐ Power Supply required
11. ☐ Details of Sale of Food or Products and Giveaways
12. ☐ Details of advertising and sponsorship
13. ☐ Details of access by Machinery or Vehicles Required
14. ☐ Application for Liquor License required
15. ☐ Details of any aquatic events proposed (copy of approval from Lifeguards attached)
16. ☐ Details of filming/ photography
17. ☐ Details of use of flammable materials
18. ☐ Public Liability Insurance required