



Questionnaire

Name of Event:

Location of Event:

Date of Event:

Style of the event and activities which will be undertaken / brief description:

Target audience for the event: _____

Has the event been held before? Yes No

If yes:

a) How many times at all? _____

b) How many times at this location? _____

c) How many times at this time of the year? _____

Has the event ever been affected by adverse weather &/or ground conditions? Yes No

If yes:

a) please give a brief description and when this occurred:

b) Did it result in an insurance claim? Yes No

c) Have any steps been put in place to prevent this situation occurring again? Yes No

If yes please provide detail:

1. Does the event take place on tarmac, hard standing or a similar surface? Yes No

2. Are there any hard standing access roads within the event site? Yes No

3. Do the entrance and/or exits have hard standing? Yes No

4. Are there separate entrances/exits for event set up traffic and visitor traffic? Yes No

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

6. If you answered NO to any of questions 1-5, what contingency plans are in place in the event of adverse weather and/or ground conditions?



Questionnaire

Have any drainage/ground improvements been made to the event site in the last 10 years?

Yes No

If yes please give details:

Is there camping at this event?

Yes No

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

Has ANY part of the event site been flooded or waterlogged in the last 5 years? Yes No

If yes, please provide details:

Is the event site near any watercourse, lake or river?

Yes No

If yes please provide details:

Is the event site significantly exposed to wind or rain?

Yes No

If yes please provide details:

Is there any uncovered staging?

Yes No

If yes is all electrical equipment/wiring/taping protected from weather?

This questionnaire should be accompanied with a full Site Plan (including any camping and parking) and an Event Management Plan.