



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?
If yes please give details:

☐ Yes ☐ No

Is there camping at this event?
If yes what contingency plans are in place in the event of adverse weather &/or ground conditions?

☐ Yes ☐ No

Has ANY part of the event site been flooded or waterlogged in the last 5 years?
If yes, please provide details:

☐ Yes ☐ No

Is the event site near any watercourse, lake or river?
If yes please provide details:

☐ Yes ☐ No

Is the event site significantly exposed to wind or rain?
If yes please provide details:

☐ Yes ☐ No

Is there any uncovered staging?
If yes is all electrical equipment/wiring/taping protected from weather?

☐ Yes ☐ No

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