

Sandwich Town Council - Organising an Event

Are you planning an event and not sure how to go about it? Are you worried about all the paperwork? Don't panic! Below is a list of useful contacts and links to assist you.

Dover District Council (DDC)

Your first job is to complete an Event Notification Form, ideally at least 12 weeks prior to your event, detailing your event to DDC. Along with this they will ask you for an Event Management Plan, Risk Assessment, Public Liability Insurance and any site plans you may have.

DDC provide an event planning toolkit on their website including information on how to plan your event, information on risk assessments and hiring Council land. For more information please visit:

[Event Planning \(dover.gov.uk\)](https://www.dover.gov.uk/event-planning)

In addition, your event might require a Temporary Events Notice, if you wish to sell alcohol, provide entertainment such as music, dancing, indoor sports events or serve food and alcohol between 11pm and 5am. For more information you can email the licensing team on licensing@dover.gov.uk or visit:

[Temporary Event Notices \(TENs\) \(dover.gov.uk\)](https://www.dover.gov.uk/temporary-event-notices)

DDC Events Safety Advisory Group

The Dover District Events Advisory Group is a 'one stop shop', providing organisers with support and guidance on planning an event. By bringing together representatives from the council, emergency services and highways, the group has a 'can---do' approach and works with event organisers to ensure that their events satisfy any legal, health and safety and licensing requirements.

For advice and guidance and to discuss your event requirements you can contact the DDC Events Safety Advisory Group by emailing events@dover.gov.uk

Sandwich Town Council

If you would like more information about hiring the Guildhall for your event then please email enquiries@sandwichtowncouncil.gov.uk or asstclerk@sandwichtowncouncil.gov.uk or call 01304 617 197.