|  |
| --- |
| Logo pompier BB 2013**logo VBX évPolice FédéraleEVENT PERMIT APPLICATION FORM** |

|  |
| --- |
| **Contacts : Events Cell** - Hôtel de Ville, Grand-Place – 1000 Bruxelles / Tel +32 2 2795041 (Fax +32 2 2795049) **/** [**events@brucity.be**](mailto:events@brucity.be) |
| **Your request has to be submitted to the Event Cell of the City of Brussels, by e-mail, at the following adress :** [**events@brucity.be**](mailto:events@brucity.be)Please mention the name, the date and the place of the event in the subject of the mail***.***  **Deadlines :** this form has to be duly completed and signed and must be submitted at the latest 6 weeks (at least 3 months for major events) before the implementation of the event to the Events Cell of the City of Brussels. |

|  |
| --- |
| This form is divided in two parts : **Part 1**: **the event information sheet** whichincludes the essential information needed to communal services, Fire , medical and Police services.  **Part 2** : **the form of requests for logistical support** to the City of Brussels has to be completed if you wish to request logistical support for your event |
| If the City of Brussels considers it necessary, it may request an opinion and/or intervention of the security services (Fire, Police, ...).  Prevention missions carried out by these services may require payment of a fee charged to you. |
| *Your activity doesn’t necessarily require all the fields to be completed; please limit yourself to those which are relevant to your event.* |

**PART 1 : INFORMATION FORM**

|  |
| --- |
| **1. GENERAL INFORMATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** |  | | |
| **Venue**  *(common name of the site - Address and/or itinary)* | Specify whether several towns are concerned : | | |
| **Date(s) and time** | Date(s) : | Start : | End : |
| Set up *(dates and time)* | Date(s) : | Start : | End : |
| Dismantling *(dates and time)* | Date(s) : | Start : | End : |
| *If the place is a public space managed by another instance (private, institution ...), prior agreement of the manager is essential (to join).*  *Any infrastructure on the public space for a period of more than 3 months and/or a classified site, more than 7 days (or soft ground) must submit an application for planning permission to the A.A.AT.L. – C.C.N.: rue du Progrès 80/1 – 1035 Bxl).* | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General description of the event:** What would you like to achieve? / Concept , purpose ... | | | | |
|  | | | | |
| **Access to the event** | | Accessible to everybody  free  invitational  Charged (amount of)       €       € | | |
| **History** | Has the event already been organised in the past ? if yes 🡪 how many times : | | | audience : |
| Date(s) and location(s) of the last event : | | | | ref. SIAMU : |
| **Advertising scheduled for the event** | | | TV  Radio  poster campaign  Internet  other : | |

|  |
| --- |
| **2.The Organiser** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Contact details :** | | | | | | | | | | | |
| Association /  Institution/etc | NAME : | | | | | | | Status :  npmo  sarl  ltc  other : | | | |
| Address : | | | | | | | | | | VAT nr : |
| Responsible Person | Ms  Mr | NAME and forename: | | | | | | | | | |
| Date of birth : | | | | | | Function (title…) : | | | | |
| E-mail : | | | | | | Tel. : | | Fax : | | GSM : |
| Contact person | idem above | | Ms Mr | SURNAME and Last Name : | | | | | | | |
| E-mail : | | | | | | Tel. : | | Fax : | | GSM : |
| Responsible  on site1 | idem above | | Ms Mr | SURNAME and Last Name : | | | | | | | |
| E-mail : | | | | | Tel. : | | | | Fax : | GSM : |
| Public Liability Insurance « Organiser »2 | | | | |  | | | | | | |
| *To ensure the best management and security of your event, you must designate a sufficient number of supervisers. At least one of them must be reachable and identifiable at all times and able to respond immediately and effectively when needed. Before the event you must conclude an insurance against all risks inherent to the activities you organize (copy attached)* | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Billing data :**  idem above | | | |
| Association/institution/etc. |  | Status :  npmo  sarl  ltc  other : | |
| Invoice address |  | | VAT nr : |

|  |
| --- |
| **3. DETAILED DESCRIPTION OF THE EVENT** |

|  |  |
| --- | --- |
| **A. What types of activities are planned during your event?** *(You can check multiple boxes)* | |
| Sound organisation, concert(s)**1**  *Program to join* | Specify musical family *(fanfare, classic, Jazz, Rock, DJ, electro, Hip-Hop…) :* |
| Artists’ Names *(group, musicians, singer…) :* |
| Show(s)  *Program to join* | Specify the nature of the show *(Theater, circus…)* : |
| Artists’ Names *(group, company…)* : |
| Parade(s) | Specify the type of procession (Parade, commemoration *…)* : |
| Celebrations, Fêtes | Specify the nature of the party (neighborhood / neighbors, folk, children *…)* : |
| Sport  Activity(ies) | Specify the nature of sports (running, cycling, football, hiking…) : |
| Exhibition(s) & art(s) | Specify the nature of activities (artistic installations, exhibitions ...): |
| Brocante, jumble, market, fair | Specify the nature of commercial activities, the number of stalls and types of products sold: |
| Sale on public space | What is planned? :  Street vendors 🡪 *To join : List of merchants, company number , types of products, energy…*  Use of HORECA by the organisation *(bar, refreshment area…)* 🡪 with ?:  bar catering  terraces extension of existing shops 🡪 specify :  Specify the nature of the activities, the number of stands and types of products sold : |
| Awareness Action(s) | Specify the type of action(s) (stand, flyer’s distribution, fundraising…)  Is the action ?  static or  mobile ? / What is the purpose of the action? : |
| Promotional Action(s) | Specify the type of action(s) (brand (s), distribution , stand, advertising vehicle…) :  Is the action ?   static or  mobile ? / What is the purpose of the action? : |
| Shooting, TV Broadcast | Specify the nature , proceeding and equipment planned ( specific infrastructure…) : |
| Balloon release**2** | Specify the number of balloons, the precise location and proceeding: |
| Fireworks  Pyrotechnics Displays | Specify the location, time and type (fireworks category, indoor / outdoor effects , smoke, flames…) : |
| Other(s) | Specify : |
| *The requirements in the struggle against noise ( limit of 90dB (A) ) and the conditions of SABAM (copyright ) must be observed.*  *.* *Any sound activity must cease from 22:00 to 07:00 ( unless specifically authorized by the municipality ) .*  *For a drop of more than 1,000 balloons , prior authorization " of the FPS Mobility and Transport - Traffic" is essential (Infos : Rue du Progrès 80/ bte 5 - 1030 Brussels - +32 (0)2 277 43 11 -* [*civilair@mobilit.fgov.be*](mailto:civilair@mobilit.fgov.be)*)*  **3** *For any fireworks : The town must require the advice and control of fire service (Infos : SIAMU -* [*www.firebru.irisnet.be*](http://www.firebru.irisnet.be) *–* [*even@firebru.irisnet.be*](mailto:even@firebru.irisnet.be) *). Prior authorization of the “FPS Mobility and Transport - Traffic" is essential ( info, see above) . You must include a technical fireworks and/or pyrotechnic effects file including : Names of organizers , Fireworks , responsible of the fire ( skills ... ) , responsible for storage . Date, time, duration and location of the shot.*  *. Date, time of installation , storage or place of provenance (with quantity)*  *. List of types of devices (Approval nr , CE mark, trade name) , number, mortars’ diameter, reach; quantity of explosives / 1/200 scale maps including : firing zone , fillers location, barriers, fallout zone , security zone , position of firefighters’ appointment, site access, vents / hydrants, storage location, indication of the risk for buildings within 200m/Arrangements based on a risk analysis ( for the public and for the neighborhood ) / Copies : liability insurance , authorization from FPS Mobility and Transportation - Air traffic , transport authorization, ADR authorization storage , safety data sheets .* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Program : Specify the proceedings of various activities (+ rehearsals, sound trials, details ... )**  -  Attached | | | |
| Date(s) | Start | End | Activities (description, remarks…) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **4. PUBLIC AND PARTICIPANTS IN THE EVENT** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. Participants in activities**: *People who actively participate in the event; runners (with bibs) athletes participating in a competition, exhibitors, live artists, walkers in a procession, a brass band musicians, etc*. | | | | |
| Estimated number of participants | Estimation for the entire event : | | | maximum present simultaneously : |
| Maximum number set : | | | registration system: |
| Age category of participants | | Mixed / family | Majority :  children  young people  adults  seniors | |
| Description of participants | Specify each type of participant, the number type, if professional or amateur (trained / untrained) | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. Spectators /audience / visitors: those who come to see and encourage the participants: fans, visitors to an exhibition or a market, fans of an artist, audience (seated or standing) on the edge of the activity, etc.** | | | | | |
| Estimated number of participants | | Estimation for the entire event : | | | maximum present simultaneously : |
| Maximum number set  (limit) : | | | counting system: |
| Age category of participants | | | mixed/family | Majority :  children  young people  adults  seniors | |
| Type of public expected | | | sitting, static  standing, quiet  standing dynamic  mixture | | |
| Density | low (sparse audience)  average (close public) strong (difficult progression)  very strong (very difficult progression) | | | | |

|  |
| --- |
| **5. DESCRIPTION OF PRACTICAL ASPECTS** |

|  |  |
| --- | --- |
| **A. Information in relation to the general layout of the event --> Implantation map to join \*** | |
| **Event site: Total emprise of the event:**      *X*     m | Free surface accessible to the public :      *X*      m |
| **If you have planned to bring the public in an enclosure** 🡪 Site closed by what? (barriers …):  Are there emergency exits planned ? 🡪 Number :       + Width emergency exits:       m | |
| **If you have planned a parade (route, show ...)**🡪 Itinerant:  on the sidewalk  on the road  What is planned during the parade ? :  sound animation  motorized vehicles  cotillions  animals  others :  Specify (type, number...) and explain the route of the journey (time, street names, start/rally stops/breaks, arrival/dislocation) | |
| *\** *You must attach a site plan (occupied zone perimeter of the event location on the square / street, the neighborhood, the course ...)* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Waste Management : Which cleaning services have you arranged to ensure the waste management ?** | | | |
| Description of waste management arrangements provided | | | Service provider |
| garbage can- number :  containers - number :  sorting – what ? : | | Attendant (organisation) - number :  Sweepers – number, when ? :  Other measures / clarifications: | Organisation  Ville de Bruxelles  Bruxelles Propreté |
| Site cleaning | Date(s) et timetable : | | Other(s) : | |
| *The organizer is required to maintain the site in clean condition throughout the duration of the event* | | | | |

|  |  |  |
| --- | --- | --- |
| **C. Sanitary facilities :** have you made provision for toilets? No (do not complete this section) Yes  (fill in below) | | |
| Description of toilets arrangements provided | | Service provider |
| chemical - number :  urinals - number :  dry - number : | agreement(s) with trade(s) surrounding :  container(s) WC - number:  handicapped - number :        Other(s) : |  |
| *Sanitary facilities to provide at your expense; sufficient for the expected audience. You also have to provide for an appropriate signage (arrow signs)* | | |

|  |  |
| --- | --- |
| **D. Environment: Do you plan to integrate environmental aspects in the event** ? No Yes (fill in below) | |
| Waste management and treatment: | Reusable dishes: |
| Rational use of energy and/or water: | Other(s) : |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **E. Infrastructures : Do you plan to install infrastructure on the event site**? No Yes (fill in) | | | | | | |
| **Temporary Installations, material** | | | | Number | Description (dimensions, weight…) | Supplier |
| Barricades  Nadar  Heras  Crash | | | |  | Purpose : |  |
| Marquees, stands, stalls, chalets (< 15 m²) | | | |  |  |  |
| Tent(s) ( > 15 m²) | | | |  |  |  |
| Podium(s) | | uncovered  covered  risers | |  |  |  |
| Tribune(s) / step(s)  *attach a timeline with stairs* | | | |  | No. of standing and sitting places? : |  |
| Metal structures (Scaffold…) | | | |  |  |  |
| Platform  ramp | | | |  |  |  |
| Containers (site cabins …) | | | |  |  |  |
| Hawkers’ vehicles | | | |  | with cooking: gas? / |  |
| Special vehicles (crane, truck …) | | | |  |  |  |
| Carousel fairground (s) | | | |  |  |  |
| Giant screen(s) | | | |  |  |  |
| Inflatable material Castle(s)  Arch(s) | | | |  |  |  |
| Crossbar(s) | | | Walkway(s) |  |  |  |
| Flags, flagpoles | | | Parasols |  | Minimum Height :       m |  |
| Other(s) : | | | |  |  |  |
| **Technical Installations** | | | | Description (number, power…) | | Supplier |
| Electricity**1**  electrical terminals (use)  meter(s) aperture  cases  wiring | | | |  | | City  SIBELGA  Other(s) : |
| Generator(s)2  petrol  diesel | | | | Specify the number and fuel storage: | |  |
| Sound & Lights  sono  loudspeakers  micro  lighting system  light effects | | | | Specify :  lighting desk tours  suspensions : H.min. =      m | |  |
| Water supply **3**  gooseneck  Use of fire posts | | | | Specify :  distribution of free water | | Vivaqua  Other(s) : |
| Cooking / heating  Barbecue  Brazier  Heating system | | | | Specify the number and type ( electricity, coal, gas): | |  |
| Other(s) | Specify : | | |  | |  |
| *If you install infrastructures on public space , it is essential to attach an implementation plan to this form: plan to scale (between 1/50th and 1/200th ), with caption ( showing the dimensions of the infrastructures (total ROW ) , open areas , traffic lanes , emergency exits , access , location of barriers and obstacles, fire entrances , electrical cabinets; immediate environment ... )* | | | | | | |
| *A free passage of 4m must be maintained continuously for the passage of emergency vehicles. Nothing can be placed on the grids , air vents , man hole covers…) of distribution companies networks (water, electricity, gas) . Access to fire entrances must be guaranteed clear and visible.* | | | | | | |
| *Any technical equipment established on public space has to be controlled by an approved company before the event starts.* | | | | | | |
| *1All sites are not equipped with electrical terminals. Check with the competent municipality. For counter opening, a request must be made by the organizer to Sibelga. (Info: Tel: +32 2 274 36 40 - nrb¬\_fo\_fe@sibelga.be. )2. If the power is greater than 250 kVA, you must obtain a temporary environment permit before the event by 'Brussels Environment' (Info: +32 (0) 2 775.75.75 / info@bruxellesenvironnement.be / www.bruxellesenvironnement .be) and the opinion of SIAMU is essential.*  *3 You must apply yourself to Vivaqua. (Infos : Tél. : +32 2 518 81 11 - info@vivaqua.be)* | | | | | | |

|  |  |
| --- | --- |
| **F. Public lighting: Have you planned interventions on public lighting**? No Yes (fill in) | |
| Switching off street lighting 🡪 Date et time : | Presence of emergency lighting: |
| Intervention(s) on street lighting (hooks, color filters, changes …)🡪 Specify : | |
| *For switching off street lighting, a request must be made by yourself to Sibelga. Info : +32 (0)2 274 34 83 /* [epovadmin@sibelga.be](mailto:epovadmin@sibelga.be) | |

|  |
| --- |
| **6. Mobility** |

|  |  |  |
| --- | --- | --- |
| **A. Should the vehicles and/or passengers be modified ?** No Yes  (complete below) | | |
| How ? :  By closing the street  By reducing the roadway | Street(s) occupied by :  persons  infrastructures | |
| Why ? :  Can emergency vehicles still go though? : | | |
| Location(s) (specify names, portions and sides of streets involved) | | Dates + time (start and end time) |
|  | |  |
| *If you expect a traffic change please provide a mobility plan proposal which will be submitted to the opinion of the local police. According to the authorised measures, you will have to plan the installation of temporary roadsigns in accordance with the Highway Code (payable by you).* | | |

|  |  |
| --- | --- |
| **B. Should public transport be diverted ?** No (don’t complete) Yes  (complete) | |
| Location(s) where the deviation should occur? | Dates + time (start and end time) |
|  |  |
| *For any deviation of public transport, you must obtain prior agreements of the public transport companies* | |

|  |  |
| --- | --- |
| **C. Parking : should parking spaces be prohibited or reserved ?** No Yes (complete) | |
| Why? (measures have to be justified) : | |
| Location(s) – Specify : names, street portions, sides concerned/ prohibition or reservation ? | Dates + time (start and end time) |
|  |  |
| *Requests related to parking are within the competence of the local police. Unless exemption, you will have to bear the costs related to the arrangements to take (placement of the panels ....).* | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D. What are your plans to resolve any mobility problems that could cause your event?** | | | | | |
| Mobility advices | Via : Internet  posters / Flyers  Medias :        Other(s) : | | | | |
| Suggested routes  Public Transport  Suggested Parkings  Other(s) :  🡪 Specify : | | | | | |
| Suggested Parkings | For whom ? :  Public  Guests / VIP / Press Handicapped  Public safety services | | | | |
| Location(s) - Specify : capacity / private land or public domain? / Free or paid? | | | | | Dates + time (start and end time) |
|  | | | | |  |
| Placement of cycle racks near your event | | | | 🡪 Specifify : | |
| Organised trips | | Private  In group :  Autocars  Shuttles  Other(s) : | | | |
| 🡪 Specify : | | | | | |
| Formula(s) set with Transport company(ies) | | | preferential rate  combined ticket  Other(s) : | | |
| 🡪 Specify : | | | | | |
| Nothing  Other(s) : specify | | | | | |
|  | | | | | |

|  |
| --- |
| **7. managerial staff** |

|  |  |
| --- | --- |
| **A. Organisation** | |
| Specify the number of people of your organization present on site during the event: | pers. |
| If planned, specify the number of subcontractors (hostesses, technicians, catering ...): | pers. |
| Have you planned premises for general coordination on site during the event? (please indicate on the site plan)🡪 If yes, specify its location and the operating schedule: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. System monitoring:** Have you planned a security firm? No Yes (complete below) | | | | |
| Security Firm name : | | | | Autorisation nr |
| Contact person : | | Mail + Tel : | | |
| Number of agents : | Number of stewards : | | Timetable : | |
| Description of tasks: | | | sign of recognition: | |
| *Supervision of the infrastructures (before, during and after the event) is your responsibility. Allow security surveillance if facilities are planned for several days and / or nights. Any security firm involved must be approved by the FPS Interior.* | | | | |

|  |  |
| --- | --- |
| **C. Access control: Have you planned an access control to the event site**? No  Yes (complete below) | |
| Access control Teams - number of persons : | Schedule : |
| Tasks description : | recognition sign : |
| Describe the monitoring system for people (reception, entrance doors ...)Public Participants Guests/VIP/Press Other(s) | |
| Describe the monitoring system for véhicles  (entrance doors, …):  Organisation/suppliers  emergency services Other(s) | |

|  |
| --- |
| **D. Which security arrangements have you planned for the reception and supervision of handicapped persons ?** |
| Nothing  special welcome  access ramps  carers’ team  signage PMR  space PMR  plateform |
| Specify the security arrangements (number of pers., width of entrances, ramps ...): |

|  |  |  |  |
| --- | --- | --- | --- |
| **E. Activities, public and/or participants supervision : how do you plan to supervise the different activities?** | | | |
| Supervision staff – nr of pers.: | | | Schedule: |
| Tasks description : | | | recognition sign : |
| Teams and participants briefing: What are the directives concerning the supervision? Specify:  Internal regulations  Written safety instructions  Established evacuation plan Prerequisite exercice(s)  Other(s) : | | | |
| Are you going to plan special security arrangements? | | Specify : | |
| For your guests / VIP / Press | In case of :  Early arrival of the public  Sudden influx  Saturation/overcapacity | | |
| *Before the event you will have to send all the coaching guidance planned to the competent municipality* | | | |

|  |  |
| --- | --- |
| **F. Communication :** Are you going to communicate with the public and/or participants? No Yes (complete below) | |
| Information/ prevention teams - nr of pers.: | Schedule : |
| Tasks description  : | recognition sign : |
| Which arrangements have you planned ? : Reception(s) Info desk(s)Lost children Lost objects Other(s) :  Specify the number and purpose of the arrangements: | |
| Signage (information panels) : What do you plan to inform and guide people and / or vehicles?  Information signs : Sanitaries  Site plan Program Regulations Other(s):  Accessibility signage: road signs  signs (parking, entrances, exits ...) Other(s):  Safety signage onsite: Emergency stand  Evacuation routes  extinguishing devices Ban signs Other(s):  Variable message signs (LED screens)🡪 Specify (number, location(s), purpose ...): | |

|  |  |  |
| --- | --- | --- |
| **G. First Aid: Have you planned aid stations?** No Yes (complete below) | | |
| Name, address and phone number of the rescue service: | | |
| Contact person : | Mail + Tel : | |
| Responsible on-site during the event: | Mail + Tel : | |
| What is planned (to plan)? : Description of the device (aid station, ambulance ...) | | Schedule : |
| Have you planned security corridors for intervention services? : Number :      + Width :       m | | |
| *Please clearly indicate the location of post (s) aid in the event layout plan:* | | |

|  |
| --- |
| **8. SECURITY / FIRE PREVENTION** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. Risk analysis: are there risks during your event?**No Yes (complete below) | | | | | | |
| Risk inventory previously established (= list) | | | | | 🡪 By whom? :       *(to be annexed)* | |
| Risk analysis previously established (= measures) | | | | | 🡪 By whom? :       *(to be annexed)* | |
| Known or expected risks with the public | | | | excluded | possible  certain 🡪 Which : | |
| Total fans presence | | | | 🡪 which : | | |
| Expected personalities | 🡪 who : | | | | | provided guidance |
| Animals presence | 🡪 which : | | | | | |
| Liquor sales  Energy drinks sales | | Packing :  bottles ( glas / plastic)  Distribution :  Plastic cups  Glasses  Cans  Other : | | | | |
| Other known or estimated risks | | | 🡪Which : | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **B. Have you planned first intervention means (fire type)**No Yes (complete below) | | | | | | |
| Fire extinguishers | Water spray 6 l  9 l | | Water type AB 6 l 9 l | Powder AB/BC/ABC 6 kg  9 kg 12 kg | | CO2 5 kg |
| Other | Fire blanket  Buckets filled with water  Buckets filled with dry sand | | | | Other : | |
| Number and locations : | |  | | | | |

|  |
| --- |
| **9. OTHER USEFUL INFORMATION TO PROVIDE** |

|  |  |
| --- | --- |
| Diverse |  |

|  |
| --- |
| **10. ATTACHEMENTS SUMMARY CHECKLIST : Tick the documents attached to your request** |

|  |  |
| --- | --- |
| **Documents needed for event organization request (depending on the nature and location of the event)** | |
| Location plan  Site plan Itinerary (+ list of streets) Prior authorizations (site manager) | |
| **Specify other attachments or those you wish to send later (depending on the fields completed )** | |
| Presentation file  Photos/sketch  Artistic program and entertainment  Assembly and disassembly planning  Site and surrounding cleaning up program  Specific detailed plans (infrastructure, terrasses and tribunes) Mobility plan Road signs  Fireworks technical file and/or pyrotechnics  Statutes of association / organization / etc. | Liability insurance (copy)  Specific insurance certificate List of merchants with company number  List of fairground attractions  Contracts / agreements with dealers  Waste removal contract  Provided guidelines  Inventory / risk analysis  List of invited guests  Specimens (entry cards, accreditation ...) |
| Other annexes attached: | Total appendices: |

|  |
| --- |
| **AUTHORIZATION REQUEST FOR ORGANIZING AN EVENT** |

|  |
| --- |
| **Submitting an application form does not constitute a license for the organization of the event.**  Warning: In case of cancellation / modification of the event, you must prevent as soon as possible, electronically, communal services with which you have been in contact in the course of managing your request. |

|  |  |
| --- | --- |
| **I, (name of the organizer, legal representative) :**  **ask the City of Brussels to organize the event** (name and dates of the event)**:**  **hereby certify that the information and documents provided in support of the application are accurate, complete and current.**  **I acknowledge having read all the requirements listed in this document and commit myself to comply with them. I commit myself to support the costs relating to the organization and management of the event.** | |
| **Written at** | **Date :** |
| **Signature** *(Insert an electronic signature or manually sign and scan the page)* | |

**PART 2: APPLICATIONS FOR LOGISTICS AID TO THE CITY OF BRUSSELS FOR ORGANIZING AN EVENT**

|  |  |  |  |
| --- | --- | --- | --- |
| EQUIPMENT Loan (s) **\*** | Number | Descriptive | Requests : place (s) and desired delivery schedule, details ... |
| Podium(s) |  | 6x4m 8x6m 10x7m |  |
| Kiosk |  | Ø7m  Ø9m |  |
| Marquees,  Stands |  | 2.5x5m 2x4m 5x8m |  |
| Tables |  | 1.2x0.7m 1.5x0.6m |  |
| Chairs |  | ////////////////////////// |  |
| Risers |  | 2x1m 1x1m |  |
| Nadar barriers |  | W = 2.5m / H = 0.8m |  |
| Other matérial |  |  |  |
| *\* Depending on availability of material and communal services - under certain conditions. Info : Service équipement communal – Tél : +32 2 279 56 79* | | | |

|  |  |
| --- | --- |
| Specific Request(s) on the ROAD | Description / Motivation / Date(s) and time(s) |
| Anchoring Removal  Marking (ground)Other(s) |  |

|  |  |
| --- | --- |
| ELECTRICITY Request(s) | Description (number, precise place(s) , power amp ...) Date(s) & Time(s) |
| Access Power Point(s)\*Case(s) Wiring |  |
| Other device(s) (specify) |  |
| *\* Sites where the City has electrical terminals available : Place Ste Catherine, Grand Place, Place de la Monnaie, Place du Nouveau Marché aux Grains, Place Anneessens, Place Emile Bockstael, Place Agora, Théâtre de verdure, Parc de Bruxelles (pas Kiosque), Carrefour des attelages. For sites not equipped with electrical terminals of the city, and for any counter opening, you shall make a request to Sibelga. (Infos : +32 2 274 36 40* / [nrb­\_fo\_fe@sibelga.be](mailto:nrb_fo_fe@sibelga.be)) | |

|  |  |
| --- | --- |
| CLEAN UP request(s) | Description (number, precise place(s)...) Date(s) & Time(s |
| Bins placement  Containers placement |  |
| Other request(s) (specify) |  |
| The City does not have selective sorting devices. Info : Service Propreté de la Ville de Bruxelles - Tél. : 0800 901 07 | |

|  |
| --- |
| Request for a GREEN SPACE managed by the City of Brussels |
| Specify the desired green area (Park, Square.../part, section ...)1 : |
| Vehicles circulation request 🡪 specify why, Dates & Hours, Type (car, truck, trailer ...), number, size, weight ... : |
| *For every occupation request of a green space, a deposit is required (amount varies depending on the type of event and the number of infrastructures - de 150 € à 5000 € - deposit refunded after the event if no damage is found). A fee may also be required depending on the type of activity. No infrastructure can be placed on lawns, flowerbeds or against trees. Nothing can be hung on the trees (or plants). No heavy infrastructure can be placed within 2.5 meters of the trunks of trees. Making fire is prohibited. It is only allowed to use plastic cups or reusable.* *You must collect the waste in suitable containers and carry it away. You must leave the premises clean, free of trash and undamaged. You must follow the instructions of Police officers, the staff of Green Spaces and peacekeepers present in parks.* |
| *The City of Brussels accepts only exceptionally vehicle access in the green areas. All parking is prohibited. It is forbidden to drive on the lawns or in flowerbed shrubs*. *It is only allowed to drive on roads paved (asphalt, gravel, pavers ...). It is forbidden to exceed 5km/h. In turns, avoid the angles of lawns and tree branches. Trailers and truck trailers (<and> 10T) are prohibited.* |
| *Info : Service des Espaces Verts  – Tél : +32 2 279 61 00 –* [*espacesverts@brucity.be*](mailto:espacesverts@brucity.be) |

|  |
| --- |
| Application for the DISPLAY/Advertising |
| Reservation request for the municipal signage network (A3) \*. Locations determined by the City/**max 50 posters**. Subject to availability |
| Other(s) |
| *\** *Subject to availability and under certain conditions. Infos : Service Affichage et Publicité – Tél : +32 2 279 25 10 –* [*affichage@brucity.be*](mailto:pierre.hauwelaert@brucity.be) |

|  |  |
| --- | --- |
| Application related to BUILDINGS OF THE CITY | Description of the application / Date(s) & Time |
| City Hall Other Building(s) : |  |

|  |
| --- |
| **Submitting this application does not constitute a license for logistical support from the City of Brussels.**  The final agreement is subject to availability of equipment and the various services. Some services may incur fees. These are at your own cost. The City must be informed of any request for logistical aid to external service providers. *In case of cancellation / modification of the event, you must prevent as soon as possible communal services with which you have been in contact.* |

|  |  |
| --- | --- |
| **I, (name of the organizer, legal representative**:  acknowledge having read all the requirements listed in this document and commit myself to comply with them. I pledge to support the costs relating to the organization and management of the event. I ask the City of Brussels to benefit from logistical support for the event (name and dates of the event) : | |
| **Written at :** | **Date :** |
| **Signature***(Insert an electronic signature or manually sign and scan the page)* | |

|  |
| --- |
| Contacts : **Cellule Événements** - Hôtel de Ville, Grand-Place – 1000 Bruxelles / Tél +32 2 279 50 41 (Fax +32 2 2795049) / **events@brucity.be** |