

Official use only	Date Enquiry Received		Reference Number (Official use only)	
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HF 545 – APPLICATION TO HOLD AN EVENT IN THE PORT

Anyone wishing to hold an event such as a regatta, race or similar on the river Tyne or within the Port of Tyne jurisdiction, or a shore based event which has the potential to impact on river users, must obtain consent from the Port of Tyne. This a requirement under Port of Tyne General Byelaws 1987.

The completed form, together with your Event Plan and Risk Assessment, should be sent to the address or email below a minimum of 10 working days in advance of the event date.

Events
Harbour Office
4th Floor
Neville House
Bell Street **OR** Email: MarineEvents@PortofTyne.co.uk
North Shields
Tyne And Wear
NE30 1LJ

For further information please contact the Conservancy Manager on +44 (0)191 257 0407

PLEASE COMPLETE (unshaded parts of) SECTIONS 1, 2 AND 3
Notes & further information to assist you in completing this form are on **pages 3 and 4.**

Section 1. Contact details (see notes)

Club / Organisation hosting the event		
Principal Contact / Organiser (i)		
Position within club / organisation (ii)		
Contact / Organisers Details	Address	
	Telephone number	
	Mobile number	
	e-mail address	

Doc No	Doc Name	Rev No	Date reviewed	Reviewed by	Approved by	Review Date
HF 545	Application to Hold an Event in the Port	4	06.06.17	TF	SBC	Q2 2018

Section 2. - Proposed location of the event (see notes)

Proposed location of the event – (include a sketch if appropriate - notes iii, iv, v, vi, vii)
Sketch (if appropriate)

Section 3. – Event details (see notes)

Type of event (viii)				
Date(s) and time(s) of the event (ix)				
Expected impact on other river users (x)	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	None <input type="checkbox"/>
Number of craft expected to take part (if any)				
Are any other Clubs / Organisations involved in this event? If so state which. (xi)				
Has your Club/Organisation run an event at the Port of Tyne previously? If yes give type, & dates. (xii)				
Do you (or your club) hold insurance covering this activity? If 'yes' give details.(xiii)				
<p>In further consideration for the consent for this Event you acknowledge and agree that your organisation of, and/or participation in, this Event is entirely at your own risk; & To the fullest extent permitted by law the Port, its employees, agents, servants or other authorised representatives shall exclude all liability for death, injury or damage to persons or property; & You shall hold harmless and indemnify the Port, its employees, contractors, agents, servants or other authorised representatives from and against any claim, damage, loss (whether direct, indirect or consequential), fee or other expense whatsoever (whether arising from tort, negligence, breach of contract or otherwise) resulting from the organisation or participation in the Event by you under or in connection with this agreement. (Nothing in this agreement shall exclude or limit liability for death or injury caused by the negligence of the Port).</p>				
Sign to confirm acceptance of above conditions	Name		Date	
	Signature			

Remember to include your Event Plan and any Risk Assessments with your completed application

Notes to assist in completion of the application

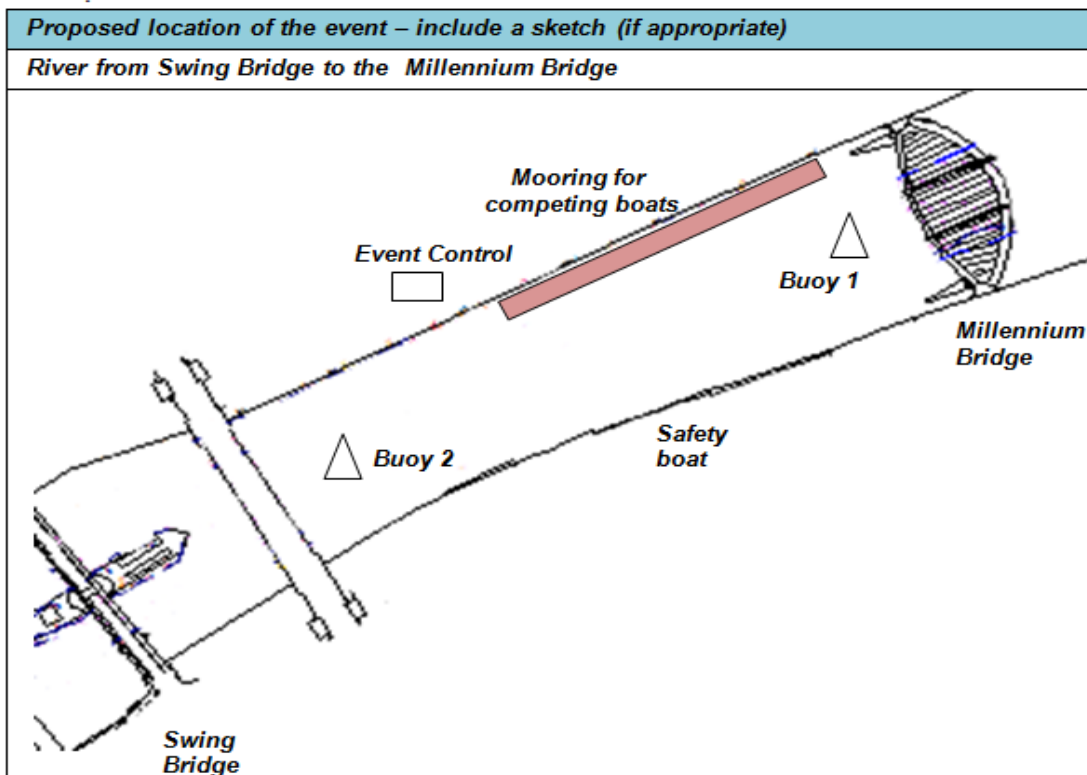
Section 1. Contact details of organiser(s)

- (i) Person who will be the principal Port of Tyne contact for the event. If not the person organising the event please provide their details also.
- (ii) Chairman, Events secretary, Treasurer etc

Section 2. - Proposed location of the event. Level of detail will depend on the type of event being planned, but where practical include the following:-

- (iii) Location details with reference to the river, or landmarks (eg Little Haven)
- (iv) The extent of the river the event will cover (eg from Swing Bridge to Millennium Bridge)
- (v) Where event control (if any) will be located
- (vi) The locations of any safety resources (launch points etc)
- (vii) Other details you think may be useful

Example



Section 3. – Event details

- (viii) Type of event; Regatta, Race, Procession, Zip Slide, Quayside Festival etc
- (ix) Dates with expected start and finish times (if happening on more than one day)
- (x) Expected impact on other river users;
 - Low – notification only.
 - Moderate – Care needed when passing
 - High – Exclusion from the area
- (xi) List other Clubs/Organisations which may be involved with your event
- (xii) If your Club/Organisation has previously run events on the Tyne then supply dates of recent events and the type
- (xiii) Insurance; Company, Level (amount) & type of cover, (3rd Party, Employers etc). Attach copy certificates if available.

Additional Resources & Guidance to Event Organisers:-

Port Of Tyne General Byelaws

<http://www.portoftyne.co.uk/cache/files/32-1249575818/PortofTyneByelaws.pdf>

General Directions For Navigation

<http://www.portoftyne.co.uk/cache/files/35-1249576298/PortofTyneGeneralDirectionsforNavigation.pdf>

River Tyne Official Tide Tables

<http://www.portoftyne.co.uk/media-and-downloads/launch/>

Other sources of information

Royal Yachting Association (home web page)

<http://www.rya.org.uk/>

Health and Safety Executive

<http://www.hse.gov.uk/event-safety/index.htm>