**Brent Cross Town Event Enquiry Form**

Please complete this form for any proposed events or enquiries for Brent Cross Town and we will aim to respond in 2-3 working days.

\*Required

1. Name\*
2. Email\*
3. Contact Number\*
4. Company/Organisation of Applicant\*
5. Proposed Date and Time\*
6. Location of Interest\*

Visitor Pavilion

Claremont Park

The Workshop

Other

1. Enquiry Type\*

Event

Filming/Photography

Arts, Culture & Charity

Market

Other

1. Format – description of Event/Enquiry\*
2. Estimated Space Required\*
3. Anticipated Numbers\*
4. Crew size\*
5. Purpose of content\*
6. Funding and Budget\*
7. Where Will the Content be Distributed/Shared?
8. Utility Requirements (power, water, etc)
9. Equipment
10. Submit any Visuals or Proposals to support your application
11. Any other information:

**Hosting Events at Brent Cross Town**

Our spaces can be utilised to support the delivery of events that enable wider community benefit. Brent Cross Town carefully manages event scheduling to ensure that we deliver a diverse range of events cater to various interests and preferences, including educational workshops, recreational activities, cultural celebrations, and community meetings.

The events we can support should demonstrate:

* Community Relevance: Events should be relevant to the needs, interests, and demographics of the community.
* Inclusivity and Diversity: Events that cater to a diverse audience and celebrate various cultures, backgrounds, and identities. Events should be inclusive and welcoming to all community members.
* Positive Impact: Events that have a positive impact on the community, for example, through education, entertainment, or fostering social connections and community development.
* Collaboration: Events that encourage collaboration and engagement among local members and build a stronger sense of community.
* Promotional: Events that have the potential for effective promotion within the community and beyond, that can attract new visitors and engage different community groups.

We’re not able to make our spaces available for:

* Commercial and business hire opportunities
* Private parties
* Any political events or demonstrations
* Any events that do not align with our own values

We reserve the right to reject an application for the use of any of our spaces.