



EVENT AUTHORISATION FORM

Thank you for your interest in holding an event at Leake Street Arches.

London & Continental Railways Limited (LCR), the landlord of Leake Street Arches and the managers of the Leake Street Tunnel, are keen to support the creative community working on Leake Street and ensure that other people in the local area continue to value the contribution that tunnel activities bring to the neighbourhood.

As such, please review the below Event Rules below, complete the questions and return to us on info@leakestreetarches.london.

Contact Name:

Company:

Contact Email and Phone:

What is the event/shoot/filming?

What date and time are you hoping to run the event/shoot/filming?

How many people will be involved on the day (including staff/crew)?

Is this a commercial or non-for-profit event/shoot/filming?

How much equipment will you be using?

Are there any extra components to the event/shoot/filming (eg vehicles) involved?

Is car parking required?

Have you got Public Liability Insurance documentation?

Is there any PR benefit to Leake Street Arches?

EVENT RULES

- Only authorised events (including photoshoots and filming) are permitted to use the Leake Street Tunnel, the Link Tunnel or the Addington Street walkway.
- Events should not impact on the safe and efficient operation of the railway above Leake Street Tunnel.
- Events and filming on the ramped section of Leake Street (Lower Marsh end), are generally not permitted because of the impact on local residents.
- All events are to be suitably managed in terms of customer behaviour, noise, access to and from the development. This should include sufficient security/crowd stewards as appropriate for the nature of the event.
- There is to be no event use of Leake Street Tunnel, the Link Tunnel or the Addington Street pavement) beyond 10pm unless the event organiser has agreed this in advance.
- Event visitors and organisers are encouraged to exit Leake Street via York Road after 10pm, and avoid the ramp up to Lower Marsh, to respect the local residents.
- Suitable noise monitoring procedures are to be put in place for all events and are the responsibility of the party licenced to hold the event to adhere to the same.
- Event organisers are required to obtain all necessary consents for the event, and will adhere to their conditions.
- Event organisers should keep the event area clear and tidy.
- Any excessive refuse or cleaning which is required because of an event is to be the responsibility of the event holder and any costs attributable to the same which is then duly incurred by the service charge will be recharged to the event holder at cost.
- There is no guarantee that Leake Street Tunnel may lawfully be used or physically suitable to hold any event, and organisers need to satisfy themselves on this and obtain all necessary consents.
- Fire risk and health & safety risk assessments may need to be carried out for an event.
- Public Liability Insurance documents may be required for larger events.