

**CEANTAR BARDASACH MHUINEACHÁN
THE MUNICIPAL DISTRICT OF MONAGHAN**

Expression of Interest Form For Events in Public Space

Ref. No. _____ (For office use only)

Contact Details

1. **Company/ Organisation:** _____
2. **Status of Organisation:** _____
3. **Address:**

4. **Contact Person:** _____
5. **Contact Number** _____

Event Details

6. **Description of the Event:**

7. **Public Areas to be accessed:** _____
8. **Dates of the Event:** _____
9. **Times of Events :** _____
10. **Numbers expected :** _____

This form when completed should be returned to the Municipal District of Monaghan, County Offices, The Glen, Monaghan. If you have any queries in relation to the completion of this form please phone 047 73777

Additional Notes

- Applicant to indicate whether a financial contribution is to be sought from the Council. Applicant is to submit in writing a request for such a contribution along stating the preferred amount and intended use for this money.
- Please see attached document for Festival Protocol which must be complied with.
- Upon receipt of the Expression of Interest Form and following the meeting with the Council Executive, the Municipal District of Monaghan will issue the full application form which is to be submitted 4 weeks before the event
- Applicant shall submit a Full Risk Assessment for every Event, which must be completed by a competent Person