Initial Enquiry

You will be redirected to our online event application platform to complete an initial enquiry.

You will be required to provide basic details about your event. This should not take no more than 5-10 minutes to complete.

If you do not know Nottingham and would like us to suggest suitable venues, you can request this as part of the initial application.

Initial Assessment

Your enquiry will be assessed by the Nottingham Events team.

We will check the venue suitability for the activity being staged and diary availability for your proposed dates.

We will also provide you with an initial quotation for a venue licence fee, and any site services that may be required.

Application Stage

We will send you a notification to say your initial enquiry is accepted, the event dates are provisionally held, and that you can proceed to the application stage.

You will now need to complete a number of event planning questions and, where required, upload event documentation such as a site plan, proof of Public Liability Insurance and a risk assessment.

The platform will allow you to save and add to the application as you progress through the event planning process.

Assessment and Feedback

Your completed application will be assessed by the Nottingham Events team and, if required, by our statutory and regulatory partners. You may be asked to upload additional information throughout this process.

Larger capacity (5,000+), or higher-risk events will be required to attend the Nottingham Safety Advisory Group for Events (SAGe)

Event Licence

You will receive written confirmation of your reservation and an itemised quotation of event fees. All fees will be invoiced post-event via the details provided in your Apply4 account.

We will provide you with the event licence, which will contain any terms and conditions you will need to agree to.

Once completed with fees and T&C's agreed, will issue the events licence, granting permission to stage the event.