

APPLICATION FORM
for the conclusion of a contract
for making space available at the Main Market Square for organizing an event / enterprise

1. Name of the event/undertaking:
2. **Respectively:**
 - A) First name and last name:
address of residence:
postal code:-.....
 - B) Full name of a **company/partnership/institution:**
.....
address of the main site of business activities:
postal code:-.....
3. Address for correspondence:
postal code:-.....
4. Telephone numbers: landline: mobile:
5. E-mail address:.....
6. Numbers: **NIP number:**..... **REGON number:**.....
PESEL number:..... **KRS number:**.....
7. Planned times:
 - a) duration of the event/enterprise:
on:: from- to.....
 - b) duration of the assembly and disassembly:
on:: from- to.....
8. Detailed location on the Main Market Square
(the application should be accompanied by a situational map indicating the detailed location of the event / enterprise)
9. Area of the site m² *(the application should be accompanied by a graphic and dimensioned design of all planned spatial elements)*
10. Planned number of participants:
11. Sound system? *(mark as appropriate)* ☐ YES ☐ NO
Planned time of sound system usage: on:: fromto
12. Vehicle entry? *(mark as appropriate)* ☐ YES ☐ NO
Vehicle and trailer information: *(in the case of a larger number of vehicles, please attach Appendix 8 to the SA-36 procedure)*
 - a) make and model of the vehicle:
 - b) vehicle registration number: vehicle dmc:
 - c) trailer registration number: trailer dmc:
 - d) purpose of entry
.....
13. Will the event / enterprise be co-financed by: *(mark as appropriate)*
 - ☐ the City Office of Krakow *(the declaration attached as Appendix 2 to the SA-36 procedure is a confirmation)*
 - ☐ a municipal organizational unit *(a copy of the co-financing agreement is a confirmation)*
14. First and last name of the person responsible for supervising the proper conduct of the event/enterprise and the manner of contact *(mobile number, fixed line phone, e-mail)*
.....

Appendix 1 to the SA-36
Procedure. Department of Trade and Services of the Department of Administrative

date:

.....
the applicant's signature (s)

APPENDICES TO THE APPLICATION (*tick as appropriate*):

- ☐ a declaration on the form of participation/co-financing of an event / undertaking from the budget of the organizational unit of the Municipality of Krakow.
- ☐ a copy of the contract confirming the co-financing of the event / enterprise from the budget of the municipal organizational unit.
- ☐ a declaration on obtaining permits that meet the requirements of the Act of July 3, 2002. Aviation Law.
- ☐ a statement on the conditions indicated by the State Sanitary Inspection.
- ☐ a declaration on the possession of documents and permits confirming compliance with the legal requirements for the organization of an event / undertaking with participation of horses and taking responsibility for the safety of participants.
- ☐ a detailed description of the event / undertaking.
- ☐ a statement on having current decisions or permits allowing the use of technical devices used during the event / undertaking.
- ☐ a table with information about the entry and parking of vehicles during the event / enterprise (in electronic version to the address: sa.umk@um.krakow.pl).
- ☐ a statement regarding the nature of the blood donation campaign.
- ☐ a unique location of the event / enterprise marked on a situational map.
- ☐ Graphic and dimensioned project of the event / undertaking including the forms and ways of placing visual information media, forms of permanent elements (stage, stand, art setting, stage arrangement using vegetation), equipment, colours, types of materials, lighting, size of space intended for trade, gastronomy, services, etc.
- ☐ a design of temporary traffic organization approved by the competent unit acting as public road manager in Krakow, taking into account the need to disable / move a stop for sled vehicles.
- ☐ consent of the relevant unit performing the function of the public road administrator in Krakow for entering the roadway on the Main Market with a vehicle with a total weight of more than 7.5 tons and for entering and parking all vehicles on the Main Market Square,
- ☐ a power of attorney to represent the Applicant, and in particular to conclude and collect the contract, if the Applicant is represented by another person.
- ☐ fire documentation agreed with the expert (for cultural and commercial events).