



## APPLICATION FOR ORGANISING AN EVENT

### A4. OBLIGATIONS OF THE ORGANISER

1. It is prohibited to discard wastepaper, packages or other packaging, small items, personal items or any garbage or litter on roads, sidewalks, and other public areas throughout the duration of the use of the port area for the purpose of holding an event.
2. Any disposal of lighted cigarettes, flammable materials, chemicals, or other objects, which may cause damage to the micro-waste baskets as well as the bins, is a violation of the relevant Legislation and incurs a monetary fine on the offender.
3. The organizer should inform the Authority about the equipment to be used during the event (equipment information, maintenance certificates and equipment licences/permits) at least seven days before the date of the event.
4. The organizer is charged for the consumption of electricity, based on the total capacity of the equipment that will be used during the event, according to the Authority's calculations.
5. At the end of the event, the organizer should maintain the cleanliness of the common areas of the Authority, which were used for the realization of the event.
6. The organizer must, after the end of the event, deliver the premises in the condition in which they were received. All costs as well as responsibility for any accident or damage or violation or claim from an incident occurring on the premises taken over by the organizer before or during or after the end of the event will be borne by the organizer.
7. The organizer must properly and correctly use the methods of disposing of waste available by the Authority. The Authority has four waste collection points with five types of semi-underground bins which includes the separation of materials into biomass (organic waste), paper, glass, metal cans / plastic product packaging / beverage cartons (PMDs) and general (mixed) waste. From the disposal waste categories, all hazardous waste is excluded.
8. If increased amounts of litter and waste are to occur, the organizer will either manage the litter and waste resulting from the event in a manner consistent with the requirements of the Authority or will be charged for the extraordinary collection of litter and waste. It is understood that in any case the Authority manages only the five categories of waste shown in point 7 above.
9. The organizer is obliged to ensure that, when transporting the waste resulting from the event and when using the communal semi-underground bins, nuisance and the leakage/disposal of any materials should be avoided.
10. The organizer is obliged to have a suitable place for the temporary storage of waste and to ensure compliance with the sanitary provisions of the relevant legislation.
11. The organizer must comply with the provisions of any relevant legislation, including, among others, the provisions for the permitted sound limits in accordance with the currently applicable Municipalities Law and the Recreation Centers Law and at his own expense secure all those licenses required by the relevant Legislations, including a license in accordance with the applicable Intellectual Property Law.
12. Activities that may cause disturbance to other port users is strictly prohibited, as well as disturbance during common quiet hours.
13. The personnel of each organizer should be sufficient in number and sufficiently trained in the following subjects:
  - Use of fire extinguishers.
  - Contact the emergency services (European Number 112).
  - Providing first aid.
14. The organizer, depending on the case, should take care of and maintain at his own expense any additional Fire Fighting/First Aid/Security and Safety means needed.
15. The organizer should secure sufficient security personnel during the event for the purposes of protecting passers-by in the surrounding areas of the event area and for the safety of the event's participants/guests.
16. Upon approval of the event the organisers should submit to the Authority a list of all the vehicles and persons that need access within the port area for the purposes of the event.

### A5. FORMS TO BE SUBMITTED FOR APPROVAL

No.	Forms	Description
1.	Employers Liability Insurance	In accordance with the requirement of the relevant Legislation
2.	Public Liability Insurance	Should be issued under the names of the applicant/organizer and of the Cyprus Ports Authority.
3.	List of vehicles and companies	Detailed list of companies and registration numbers of vehicles that need to enter the port area.
4.	List of personnel	Detailed list of all persons that will provide services and will enter the port. The list should include all information needed to fulfill the requirements of paragraphs 13, 14 and 15 as above.

**Initials of Applicant/Organiser:.....**