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| Hire of Memorial Gardens Undercroft Booking Form |
| Please fill in the following form and email or post it to us. Ensure you read the guidance notes document before completing the form. If you need any help please call your contact in the Culture and events team |
| Section one: organiser’s details |
| Name of organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Postcode | Click here to enter text. |
| Email  | Click here to enter text. |
| Name of event organiser | Click here to enter text. | Telephone:Click here to enter text. |
|  | Mobile:Click here to enter text. |
| Email:Click here to enter text. |
| Registered address of the organisation | Click here to enter text. |
| Section two: exhibition information |
| Proposed hire dates \*(\* minimum 3 weeks) | FromClick here to enter a date. | To Click here to enter a date. |
| Date and time exhibition open the public | From Click here to enter a date. | To Click here to enter a date. |
| Brief description on installation | Click here to enter text. |
| Will there be a private view | No | Date Click here to enter a date. Times Click here to enter text. |
| Anticipated number of people | Click here to enter text. |  |
| Will you be serving refreshments | Click here to enter text. |
| Section three: key contracts and roles and responsibilities |
| Contact | Name | Contact number: Role/ Responsibilty |
| Overall Exhibition Manager | Click here to enter text. | Click here to enter text. |
| Installation Manager | Click here to enter text. | Click here to enter text. |
| Production Manager | Click here to enter text. | Click here to enter text. |
| Staff and Security Manager | Click here to enter text. | Click here to enter text. |
| Health and Safety Manager | Click here to enter text. | Click here to enter text. |
| Section four: aim and objectives |
| What are you trying to achieve in this event?  | Click here to enter text. |
| Section five: management structure |
| Who is in charge of the event? Who is managing what? Please include a structural chart showing this. | Click here to enter text. |
| Section six: crowd management, stewarding and security |
| How are you going to manage the people that attend? | Click here to enter text. |
| Please describe the stewards and security you will be providing, where they will be positioned, what times they are working and what they will be doing. | Click here to enter text. |
| Please outline any areas which may need particular attention. | Click here to enter text. |
| Please include a site map of your proposed installation. | Click here to enter text. |
| Section seven: emergency and evacuation procedures |
| Please outline your emergency procedures and how you would evacuate the Undercroft | Click here to enter text. |
| Please outline your fire risk management plan. | Click here to enter text. |
| Will you have fire extinguishers on site? | Choose an item. |
| What first aid provision will you have on site during public opening hours? | Click here to enter text. |
| Section nine: servicesWhat services are you bringing on site. Please list all of these with details of the service providers |
| Area | Do you have insurance for them | What safety check will you be conducting for structures and electrics? |
| PA | Yes | Click here to enter text. |
| Lighting | Yes | Click here to enter text. |
| Other (please list below) | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
| Section 10: media |
| Are there any media on board? | Choose an item. |
| If so, who are they? | Click here to enter text. |
| Section 11: waste management |
| How are you going to keep the Undercroft clear and clean? | Click here to enter text. |
| Section 12: noise management plan |
| If you have a PA system how are you going to ensure that noise levels are acceptable? | Click here to enter text. |
| Section 13: licensing conditions |
| Do you have a temporary events notice for this event/ exhibition? | Click here to enter text. |
| If yes, please give the number of the notice: | Click here to enter text. |
| Section 14: damage  |
| How are you going to ensure that there is no damage to the Undercroft? | Click here to enter text. |
| Section 15: risk assessments |
| Please attach your risk assessment to this document. | Click here to enter text. |
| Section 16: other information |
| Please include any other relevant information here | Click here to enter text. |
| Section 17: insurance |
| Organisers are required to hold a current policy of public liability insurance or third party risks (including products liability where appropriate). The relevant limit of indemnity shall be at least £5 million per claim and the council reserves the right to require a higher limit if deemed necessary.Note: All documentation must be produced before the exchange of contracts. | Click here to enter text. |
| Section 18: references |
| Please supply names and addresses of two people who will give a reference detailing your past experience. |
| Name | Click here to enter text. |
| Occupation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone | Click here to enter text. |
| Name | Click here to enter text. |
| Occupation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone | Click here to enter text. |