

# Stafford Orchard Event Booking Form

Quorn  
Parish Council



## Applicant's Details

Name: .....

Telephone: .....

Mobile: .....

e-mail: .....

Address: ..... Post code: .....

## Date and Times Required

Dates: day: ..... date(s): ..... month: ..... 20 ..... Times\*: from: ..... to: .....

**\*Please note: SETTING UP AND CLEARING AWAY TIME SHOULD BE INCLUDED IN YOUR HIRE PERIOD**

Type of Event: ..... Approx number attending: .....

eg: concert, play, fete, carnival, barbeque

Is it open to the public? Yes  No  Is there an entrance fee? Yes  No

Is it a fund-raising event? Yes  No  If Yes, who benefits? .....

Areas Required: Main Grassed Area  Performance Area

Will you be erecting a marquee? Yes  No

Will you be erecting a canopy on the Performance Area? Yes  No

Do you require vehicles to drive onto the Park? Yes  No

State number and types of vehicles: *Include the largest, eg cars only, large van, etc:* .....

Will they remain there for the duration of the event? Yes  No

Services Required: *Please tick all that apply* Electricity  Water Supply

If you have ticked 'Electricity' do you require Park supply?  Or do you have your own generator?

Please list any apparatus that will be connected to the supply, eg lighting, sound equipment, water heaters, etc?

Has all the apparatus been assessed using the checklist in the Guidance? Yes

Please list any special electrical risks associated with your event which are not covered by the Guidance?

Please nominate a 'competent person' to supervise safe use of the supply at the event (contact the Park Manager if you are unable to do this). 'Competent person' means someone who understands the dangers and has the skills necessary to ensure an electrically safe working environment.

Name: ..... Tel: ..... e-mail: .....

I have received and read a copy of the 'Guidance and Rules for Hirers' on electrical safety in the park and can confirm that these will be adhered to.

Signed: ..... Date: .....

## Office use only

Confirmation sent: ..... Invoice No: ..... Receipt No: ..... Charge: £ : ..... Deposit: £ :

Key(s) supplied (eg for water, electricity, bollards, toilets, removable seats, etc): .....

Date key(s) collected: ..... Date key(s) returned: .....

Deposit refund requested: ..... Amount: £ : ..... Cheque sent: .....