**Whitehaven Harbour Commissioners Events**

Event Booking Form

Before you fill in your booking form please ensure you read our **Events Rates Card** found on our website…

**Events Booking Form**

**Event Organisers Details**

|  |  |
| --- | --- |
| Date of Application | <date> |
| Event Organiser | <company name> |
| Event Organiser’s Address | <address> |
| Primary Contact Name | <name> |
| Primary Contact Number | <number> |
| Primary Contact Email | <email address> |
| Secondary Contact Email | <email address> |

**Event Details**

|  |  |
| --- | --- |
| Event Name | <name> |
| Event Type | <community, charity or commercial> |
| Event Location(s) | <location(s)> |
| Event Date(s) / Schedule | <date(s)> |
| Anticipated number of visitors/spectators (if applicable) | <number> |
| Anticipated number of participants (if applicable) | <number> |
| Anticipated entry fee (in applicable) | <number> |

**Event Details Continued**

Please provide as much information as possible to give The Whitehaven Harbour Commissioners Team as thorough understanding of the proposed event as possible. Alternatively use this space to reference a separate document(s) (to be emailed with this application form) that provides relevant information.

Please include:

* Exact description of what your event is and its purpose
* Event timings, this should include set up & take down details
* **Public Liability Insurance and relevant Risk Assessments**
* If the event is a repeat of a previous event please provide details of the previous event and details of any way in which the proposed event may differ
* Any other information that you think would be relevant to your application

**Activity at the Event**

Will the event have or is it likely to have any of the following;

|  |  |
| --- | --- |
| Temporary Structures e.g. stages, marquees, PA systems, lighting, generators… | <yes/no> |
| Portable Toilets | <yes/no> |
| Stewarding/security/marshals | <yes/no> |
| Vehicle Access | <yes/no> |
| Road Closures | <yes/no> |
| First Aid Provision | <yes/no> |
| Waste Management (if not provided by Whitehaven Harbour Commissioners | <yes/no> |
| Display Banners/Promotional Material | <yes/no> |
| Catering | <yes/no> |
| Live Music / Performance | <yes/no> |

Please provide, in the form of an attachment, a risk assessment or any further details for the relevant elements you have outlined above.

**You do not need all this information before submitting your application**, the Team are happy to assist in the development of a risk assessment or elements that may need safety advice in the lead up to the event.

**Fees**

We will only be able to give you a full quote of the fees for your event once you have submitted this form with all the relevant information.

A guidance rate card is available on our website….

* Fees generally comprise per head (some events) and a disruption charge (all events) per day.
* In addition to an event fee you will have to pay for any services that we provide, or for any costs/ damages that we incur.

**Submitting your Form**

Forms should be submitted via email to…

For further guidance please see our website…

Or contact a member of staff via telephone on…