**Whitehaven Harbour Commissioners Advertising**

Advertising Booking Form

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

**Advertising Booking Form**

**Advertisers Details**

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

**Advert Details**

|  |  |
| --- | --- |
| Advert Name | <name> |
| Advert Type | <Display, Vehicle(s), Signage> |
| Advert Location(s)  | <location(s)> <Zone number, if known> |
| 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> |

**Advert Details Continued**

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

Please include:

* Exact description of what your advert is and its purpose
* **Public Liability Insurance and relevant Risk Assessments**
* Timings, this should include set up & take down details
* Any other information that you think would be relevant to your application

**Activity on the Harbour**

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

|  |  |
| --- | --- |
| Temporary Structures e.g. stages, marquees, PA systems, stalls/stands  | <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> |

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 advertising activity once you have submitted this form with all the relevant information.

A guidance rate card is available on our website….

* Fees generally comprise a rate per zone 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…