Booking Form for Woburn Sands Recreation Ground (Gravel Pit Close Charity).

Date of initial enquiry:

Name and nature of the event:			
Date(s) of the event			
Organiser's name or company			
Address and phone number of organiser or company		**Address:**	**Phone number:**
Person responsible for event			
Phone number:			
Mobile phone number:			
Access date and times (Allow time for set-up)		**Date:**	**Time:**
Leaving date and times (ditto)		**Date:**	**Time:**
Person responsible for gate key:			
Date and time of key pick up		**Date:**	**Time:**
Date and time of key return		**Date:**	**Time:**
What types of vehicles will be accessing the site?			
Is electricity supply required?	**Y/N**	**Date(s):**	**Time(s):**
		Meter reading start:	**Meter reading end:**
If equipment is to be left on site overnight, what security arrangements will be in place?		**Nature of arrangements:** **Company name or person responsible:**	
Name and address of third party liability insurance provider:			
Amount insured for:			
Date/time site will be completely clear of equipment, facilities, or litter.			

If the booker wishes to use the Old Fire Station and/or its car park at any time during the above booking, they need to discuss it with the Bookings Co-ordinator.

Name of Booker: …… Signature:…….Date:…….

Bookings Co-ordinator: ……. Signature:……...Date:…….

For Office use only

1. **Copy of Third Party Liability Insurance filed …… Dates of insurance cover……..**
2. **Risk assessment seen and filed ……**
3. **Outcome of requirements for the use of other facilities, and any donations, fees or payments to be made.**