



**LEISURE SERVICES
 EVENT BOOKING AND CONTRACT FORM**

ORGANISER AND EVENT DETAILS:

Name of organisation/Group:		Name of contact:	
Address:			
Post Code:		Tel No:	Mobile No:
Venue to be booked:		Date of Event:	Registered Charity Number (if applicable) :
Type of event (briefly list activities):			
Arrival/setting up time on site:	Actual start time of event:	Actual finishing time of event:	Departure time from site:

SITE HIRE (The following charges which are payable by you are vat exempt):

	Amount £
Site Rental Fee- vat exempt	
Site Re-instatement Bond (if applicable) - vat exempt (separate cheque - will be paid into BOP accounts)	
Hire of cycle track - vat exempt	
Please make cheques payable to: 'The Borough of Poole'	Total Fee £

MUSIC PERFORMANCE DECLARATION (Please tick the appropriate box)

The Council is obliged to declare all musical performances taking place as part of an event to The Performing Rights Society Ltd. This includes both live and pre-recorded music.

Live Music Performance: Original material Cover material Hymns / Gospel
 (Please state if you have a Christian Music Copyright Licence: YES / NO)
 Music featured by Mechanical Means: Tape recorded / CD Live Radio Station Broadcast
 None of the above

This is for **information only** purposes and that no cost is borne by the group / organisation.

Information about this event will be published on the Borough of Poole's Tourism web site under "What's On". Please tick this box if you do not wish this information to be displayed

I confirm that I have read and will abide by the terms and conditions as laid down in the Council's 'Community Events Management Policy':

Signed:
 Name (Block Capitals):.....
 Position:.....
 Date:.....

ADDITIONAL REQUIREMENTS:

(Please refer to the “Code of Practice and Guide to Holding Events” booklet - for 'Events Checklist' and 'Site Plan' showing what facilities such as water or electricity supplies, are provided at the site you are hiring).

Will your event require any of the following - please tick as appropriate:

	Own	Council
Water supply		
Electricity supply (If providing own generator, does it have an electrical test certificate?)		
Toilet facility/sewerage disposal (It is the organisers responsibility to provide toilet facilities if there are none on site or if additional units are required - see code of practice)		
Skip/Bins for litter collection		
Provision of Food / Alcohol		
PA or tannoy system		
Marquee or tent		
First aid facilities/vehicles		
Children's rides etc (Do the invited operators hold test certificates and insurance?)		
Ropes, pins, cones & tiger tape		
Other (Please state)		



REMEMBER TO RETURN THE FOLLOWING WITH THIS CONTRACT FORM:

- Further details of your event (if applicable)
- A copy of your Public Liability Insurance
- A copy of your Risk Assessment (if requested)
- A copy of any electrical test certificates, licences or risk assessments (this will not apply to all events)
- A cheque for site rental made payable to the **Borough of Poole**
- A separate cheque for the reinstatement bond (if applicable)

Office Use:	YES	NO
Site rental fee received		
Re-instatement Bond		
P. L. Insurance received		
Test certificates		
Risk Assessments		
List of stall holders / participants		
Authorisation of payment status :		