



## 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:	Email:	
Event Title:	Date of Event:	Venue to be booked:	
Arrival/setting up time on site:	Actual start time of event:	Actual finishing time of event:	Departure time from site:
The main purpose of the event:			
Anticipated number of people attending:		Type of audience:	
Name of charity (if applicable) :		Registered Charity Number :	
Will all income go to the charity concerned?      YES or NO      (Delete as applicable)			
If NO Please give details:			

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

	Amount £
Site Rental Fee	
Site Re-instatement Bond (if applicable) <b>(separate cheque - will be paid into BOP accounts)</b>	
Charge made to cover Council's direct/related costs. e.g. Contractor work, other Council Services, Officer time, Road Closure etc	
Please make cheques payable to: <b>'The Borough of Poole'</b>	Total Fee £

**I confirm that the information provided on this form is correct and 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:.....

**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.

**ADDITIONAL REQUIREMENTS:**

Please refer to the 'Community Events Management Policy' for 'Events Checklist' (appendix 9) and for 'Services Available on Site' (appendix 5) - 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 Events Policy)		
Skip/Bins for litter collection (It is the organisers responsibility to provide their own facilities for refuse collection and disposal - see Events Policy)		
Provision of Food (see Events Policy for catering concessions)		
Provision of Alcohol		
PA or tannoy system		
Marquee, tent or staging		
Children's rides etc (Do the invited operators hold test certificates and insurance?)		

**REMEMBER TO RETURN THE FOLLOWING WITH THIS EVENT CONTRACT FORM:**

- A cheque for site rental/other charges - made payable to the 'Borough of Poole'
- A separate cheque for the reinstatement bond ( if applicable)
- A copy of your Public Liability Insurance
- A copy of your Risk Assessment
- Further details of your event including **Site Layout, Events Programme** and a list of **Stall Holders**
- A copy of any electrical test certificates, Structural calculations or licences/permits (if applicable)

Office use only	YES	NO
Site rental fee received		
Re-instatement Bond		
P. L. Insurance received		
Risk Assessments		
Event details etc		
Test certificates etc		