

## Event Application Form

This form should be used to apply to hold events / activities on Forestry Commission land in the Central England Forest District.

**We require your application, a minimum of 8 weeks prior to the date of your event. All paperwork must be received at this stage, to complete the process.**

### 1. Organisers details

Organisation / group name:

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Organisers Name:

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Address:

Postcode:

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Landline:

Mobile:

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Email address:

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### 2. Event details

Woodland name:

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Start point:

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Areas of woodland:

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Name of event:

Estimated number of participants:

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Date(s) of event:

Time(s):

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Description / details of event:

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Car park location:

Estimated number of cars:

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Approximately how much do participants pay to enter:

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Give details on how you intend to ensure the safety of participants and the general public during the event, such as signage / marshals / first aid cover:

# Event / Activity Application Form

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## 3. Promotion / Marketing

Would you like us to display posters to promote your event? Yes  No

Are you happy for us to promote this event on our website / facebook page? Yes  No

## 4. Setup / takedown details

Dates of setup:

Dates of takedown:

Give details of any infrastructure such as gazebos / portaloos / showers / bike wash / retail / food concessions including details when these will arrive and be removed:

Type / colour of waymarking / signage used and how to do you intend to put it up / what do you intend to attach it to:

Details of vehicle(s) use required for setup:

Do you require a barrier/ gate key or setup / takedown or emergency access? Yes  No

## 5. Payment

Payment method: Credit Card  Cheque

Do you require us to raise an invoice: Yes  No

Invoice Address (*if different from address in section 1 above*):

Postcode:

## 6. Please include the following required documents with this form

Provisional route / course map

Your event risk assessment

Your emergency action plan

Copy of your public liability insurance

Copy of relevant qualifications/affiliations for instruction, equipment, or first aid

Evidence of other landowners consent (if applicable) e.g. highways

## 7. Signature

Sign Name:

Print Name:

Date