



Wood Field Booking Form

Please complete and return this form in order for Fairlight Parish Council to consider your request. Upon receipt, the council will assess what other information they might need.

Contact Details

Name
Address
Company (if applicable)
Telephone
Email
Event Description
Event Details
Date Required
Number of Attendees

Do you hold Public Liability insurance of at least £10 million? Yes / No
(You may need to provide proof of satisfactory insurance before your event is given permission)

Have you carried out a Risk Assessment for the event? Yes / No
(You will need to provide a satisfactory risk assessment)

Will there be any temporary structures erected? (Marquees, bouncy castles, gazebos etc) Yes / No
(You will need to provide a satisfactory risk assessment for each structure)

Will you be using any electrical equipment? Yes / No
(You will need to provide current PAT certificates for each item)

Will you require parking facilities? Yes / No
(You will need to provide a marshal to ensure the safety of other field users)

What are the first aid arrangements? Give details below

How are you staffing the event?
(Give details of staffing numbers, responsibilities and competency)

All rubbish must be collected and removed after the event, this will be the responsibility of the organisers.

Please note: Wood Field is a public space. Booking an event on the field does not guarantee sole and exclusive use of the field.