



2019 Hemlock Happening Application Form

Bramcote Hills Park, NG9 2JT

Sat 8th June 1.00-6.00pm

The Hemlock Happening event will start at 1.00pm, we require stalls/activities to be set up by 12.30pm as vehicle movement on site is not permitted after 12.30pm. You will be required to stay for the duration of the event, all stalls and activities must operate until 6:00pm. Vehicle movement off site will be authorised by the Event Manager, this will be around 6.30pm once the field is clear of members of the public.

Please return this form to events@lleisure.co.uk by **Friday 10th May** along with a copy of your Public Liability insurance and a risk assessment.

Please note: your group must have Public Liability insurance & Employers Liability (if you have paid workers) in order to attend the event. Please call the L Leisure Events team on 0115 917 3695 if you have any queries regarding liability insurance.

Organisation / Group Name:	
Address:	
Organisation Tel No:	
Name of contact person:	
Contact person Tel & Mobile number :	
Email Address :	
Name of Person attending the Event (If different to above)	
Mobile contact number for the day: (If different to above)	
We require stalls to be set up by 12.30. What time will you arrive?	
How many vehicles will you have? (only 1 x vehicle can be left behind your stall, all others need to be put in the car park on Ilkeston Road Recreation Ground)	

Describe the stall / activity you would like to provide:	
What age is the activity suitable for? Please circle.	0-5 6-11 12+
Do you need more than a standard 3m x 3m pitch?	
Please provide your own Gazebo, tables & chairs. What size is your Gazebo/ marquee?	
I enclose my Risk Assessment	YES / NO
I enclose my Public/Employers Liability Certificates	YES / NO

I agree to keep my stall running for the duration of the event and to pack down the stall at 6.00pm and wait for vehicle movement off site to be authorised by the Event Manager/ stewards or Police around 6.30pm once the field is clear of members of the public.

SIGNED: _____ Date: _____

NAME IN CAPITALS: _____
(or electronic signature)

Please return this form with all the required documents as requested to:
events@lleisure.co.uk. by Friday 10th May 2019

Any queries please contact Jo Elliott - L Leisure Events Officer on 0115 917 3695 or email
events@lleisure.co.uk