**Healthy Holidays Park Booking Form**

This booking form is for use for activities funded by Healthy Holidays Hull as funded by the Department of Education’s Holiday and Activity Fund. This is for activities that are expected to have fewer then 100 attendances. Larger events will need to complete the full form that can be obtained from East Park Reception.

|  |  |
| --- | --- |
| Organisation: |  |
| Main Contact: |  |
| Telephone: |  |
| E-mail: |  |
| Address: |  |
| Name of Activity: |  |
| Proposed date(s): |  |
| Proposed start time: |  |
| Proposed end time: |  |
| Description of activity: |  |
| If any other organisations are taking part in the activity, please list them? |  |
| Who will be providing first aid for the activity? |  |
| Do you need vehicle access or any other support from the park ranger service?  |  |

With this form please can you provide a copy of the following documents;

* Public Liability Insurance (minimum of £5m cover)
* Risk Assessment
* Evidence of funding from Healthy Holidays Hull
* Any relevant certificates for equipment including PAT testing and ADIPs
* If you are using inflatables you must also provide a copy of the PIPA tag certificate and have a plan in place should wind speed exceed the level specified by the equipment manufacturer

Completed forms can be submitted via e-mail to events@hcandl.co.uk

If you would like our support marketing this event please send relevant posters to marketing@hcandl.co.uk for distribution to our sites and social media. Alternatively, please tag @loveparkshull, @gethullactive and @liveithull on Facebook, Instagram and Twitter, and we will share your posts when possible.

**Staff Use Only**

Documents Received: YES / NO

Booking confirmed by management: YES / NO

License Issues: YES / NO