**B&NES Park Activity Registration**

Please refer to the following documents for further guidance:

* **B&NES Parks Friends Groups Events and Activity Guidance**
* **B&NES Parks How to run a small scale activity in the park**

Friends Group:

Park or Green Space:

Activity title:

Contact name & phone number of organiser:

|  |  |
| --- | --- |
| Activity |  |
| Date |  |
| Event or Activity Times |  |
| Set Up and Pack Down Times |  |
| Area of the park used |  |
| Staff or Activity Leader(s) |  |
| Number of participants expected |  |
| Any additional information about participants e.g. children attending |  |
| Tools or equipment being used |  |
| Gazebo or tables or chairs being used |  |
| Safety Plan for the activity – who has charged mobile phone, who will take action etc |  |
| Risk Assessment completed | Yes / No. Please send as an attachment. |
| Friends Group or Council’s Public Liability insurance | If Friends Group PL insurance please send certificate as an attachment. |
| Any additional comments or things of note |  |

**Activity Registration seen by Parks Service:**

Name:

Contact:

Date:

Any comments: