

**APPLICATION TO USE RUGBY TOWN CENTRE (Outdoor Space) –
for Promotional Activities and Events**



(Charge Applicable) – Please apply with your requirement
 Payable must be made in advance by cash, cheque (payable to Rugby First)
 BACS – Natwest, Sort Code 54 41 00, Account 43259677
 or Credit / Debit card by Telephone

DATE OF EVENT	
DESCRIPTION OF EVENT & ACTIVITY PLANNED (Maximum of 3 People ONLY leafleting)	
ORGANISATION <i>(Please advise if Charity) – There is a reduced charge but limited availability – due to demand</i>	
CONTACT NAME & TELEPHONE NUMBER (including Mobile if applicable)	
CONTACT ADDRESS for Invoicing Purposes	
<u>For Static Promotions ONLY – you must supply PUBLIC LIABILITY INSURANCE in advance</u> PLEASE SUPPLY CERTIFICATE showing Policy Holder, Sum insured & Dates valid or CONFIRMATION LETTER FROM BROKER with completed booking form - (£5,000,000.00 minimum cover)	
Do you have a Health & Safety Policy ? IF YES, please provide if requested	
WILL A TABLE OR GAZEBO (ONLY non-market days) BE ERECTED ? (Max size 3 x 3 metre) IF YES, please provide details	
Will the event involve Music, Singing or Dancing ?	
Will you be providing food or drink samples? IF YES, you may be required to provide a food hygiene certificate	
Will you require Vehicular Access ?	
Have you consulted the Police, Fire and Ambulance Services ?	
<u>RISK ASSESSMENT</u> We strongly recommend that you carry out a risk assessment and take any necessary steps to reduce possible risks that may arise before, during or after the event. As the event organiser you (and not Rugby First) are solely responsible for any occurrences that may arise	

**Please e-mail or post this form
+ Public Liability Insurance
at least one week before the event to:
info@rugbyfirst.org**

**Rugby First (Rugby Town Centre Division)
1st Floor – Bloxam Court, Rugby
Warwickshire CV21 2DU
TEL: 01788 572150**