

# Ledbury Community Day 2019 - Saturday 8<sup>th</sup> June – Page 1

**PLEASE RETURN BY 14th April to ensure inclusion in the printed programme**

Name of participating group			
Contact Name (s) for this event			
Contact Phone:		Contact Email:	
Contact Address:			
Group's <b>public</b> Contact Details <i>We will publish these in the Programme and on the Community Day Website so that interested people can contact you.</i>	Phone:		
	Email:		
	Website:		
Describe the event, display or demonstration that you will be providing - <i>Include, for example:</i> <ul style="list-style-type: none"> <li>• <i>What you will do, show, run.</i></li> <li>• <i>Who will be present</i></li> <li>• <i>Will you be asking the public to participate? And how?</i></li> <li>• <i>Will you be collecting for your group or a local charity?</i></li> <li>• <i>What message do you want to present?</i></li> </ul> <i>This section will be used for your entry on the Ledbury Community Day website Please send us (via email) photos (JPG) suitable for publicity on our website etc.</i>			
Will you be joining with another group on the day? <i>Name group</i>			
Where will you be running your display or event? <i>Provide address OR say what public space you need – indoors/outdoors and size (see Invitation Letter re venues)</i>			
When on the day will you provide your event or display? <i>e.g. "10am to 2pm" or "at 11am"</i>			
Can you provide us with space for any other groups to perform or display?	<b>YES / NO</b>	Please state what space you have	

**Phone us on 01531 634788 (Paul) or 01531 633637 (Griff) for information**

**Email:** [info@ledburycommunityday.org.uk](mailto:info@ledburycommunityday.org.uk)

## Ledbury Community Day 2019 - Saturday 8<sup>th</sup> June – Page 2

**Risk Assessment** - Please provide the following information to help with the planning and management of the day

1.	Is the activity that your Group is undertaking one that it normally undertakes? <b>YES / NO</b>
2.	If you answered <b>NO</b> to Question 1 – please state what is different:
3.	Is the place where you are running your display or event similar to places where you normally undertake these activities? <b>YES / NO</b>
4.	If you answered <b>NO</b> to Question 3 – please state what is different:
5.	If you answered <b>NO</b> to Question 1 and/or Question 3 Please identify any additional risks that your group may incur and how you will manage them. <i>(Use a separate sheet if necessary)</i>
6.	Does your group or organisation hold Public Liability Insurance? <b>YES / NO</b>
7.	How many people from your group will be taking part? <i>e.g. manning a stand, in a display, running an event</i>

Provide <i>contact details</i> for your group for the day of the event – <i>Saturday 8<sup>th</sup> June</i>	Name(s):  Phone (Mobile):  <small>We will only use these details for this purpose – they will not be passed on.</small>
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### RETURN FORM to:

**Internet:** [info@ledburycommunityday.org.uk](mailto:info@ledburycommunityday.org.uk)

**Post:** Finches, Knapp Ridge, Ledbury, HR8 1BJ

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