

Ledbury Community Day 2025 Entry Form - Saturday 7th June

PLEASE RETURN by 13th April to ensure inclusion in the printed programme

Name of participating group			
Contact Name (s)			
Contact Phone:		Contact Email:	
Contact Address:			
Group's public Contact Details <i>We will publish these on the Community Day Website so that interested people can contact you.</i>	Phone:		
	Email:		
	Website:		
Describe what you want to do: <i>Include, for example:</i> <ul style="list-style-type: none"> • <i>What you will display, show, run.</i> • <i>Who will be present</i> • <i>Will you be asking the public to participate? And how?</i> • <i>Will you be collecting for your group or a local charity?</i> • <i>What message do you want to present? This will be used for your entry on our website. Please send us photos for publicity on our website etc.</i> 			
Do you cater for young people ? If so, enter here what you offer, where and when – and any special contact details. <i>This information will be included on our website. It will also be shared with Talk Community Herefordshire, the Town Council and local schools and youth organisations for younger members of our community to access. Please confirm that you consent to this.</i>	Consent YES / NO		
Where will you be running your display or event? <i>Provide address OR say what display space you need – indoors/outdoors and size (see Invitation Letter re venues)</i> Do you want to be close to other Green/Environmental groups?	YES / NO		
When on the day will you provide your event or display? <i>e.g. "10am to 2pm" or "at 11am"</i>			

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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? YES / NO
2.	If you answered NO 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? YES / NO
4.	If you answered NO to Question 3 – please state what is different:
5.	If you answered NO 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? YES / NO
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 7th 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:

Email: info@ledburycommunityday.org.uk

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

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