

APPLICATION TO USE RUGBY TOWN CENTRE - for Events and Promotional Activities



(Charge Applicable) – Please apply for our rates
 Payable in advance by cheque (payable to Rugby First) cash,
 Or BACS – Natwest, Sort Code 54 41 00, Account 43259677

DATE OF EVENT	
DESCRIPTION OF EVENT & ACTIVITY PLANNED (Maximum of 3 People ONLY carrying out leafleting)	
ORGANISATION (Please advise if Charity - Reduced rate of £20.00 per day +£4.00 VAT)	
CONTACT NAME & TELEPHONE NUMBER (including Mobile if applicable)	
CONTACT ADDRESS & Invoicing Address	
<u>For Static Promotions – you must supply PUBLIC LIABILITY INSURANCE</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 selling or providing food or drink ? IF YES, please provide a food hygiene certificate	
Will you be selling Goods or Services ? IF YES, please give details + you will be required to provide PRODUCTS LIABILITY INSURANCE (£5,000,00.00 minimum cover)	
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, fax or post this form
 + Public Liability Insurance
 at least one week before the event to:**

**Rugby First (Rugby Town Centre Division)
 Suite 3 – 9 North Street, Rugby
 Warwickshire CV21 2AB**