**EVENT REQUEST FORM**

Please complete this form and return to: events@SKDocks.co.uk

|  |  |
| --- | --- |
| **CONTACT NAME** |  |
| **CONTACT TELEPHONE NUMBER** |  |
| **CONTACT EMAIL ADDRESS** |  |
| **ORGANISATION NAME AND INVOICE ADDRESS**  |  |
| **REQUESTED DATE/S** |  |
| **REQUESTED ACCESS TIMES**Rig, Event, De-rig |  |
| **REASON FOR EVENT** |  |
| **REQUESTED LOCATION**e.g., East Basin, West Basin, Central Basin, Riverfront (Tower Hotel), Fountain, Sundial, Marble Quay, Marketing Suite |  |
| **NUMBER OF PARTICIPANTS*** Install De-rig crew
* Attendees
* Staff
 |  |
| **SPECIAL REQUIREMENTS*** Vehicle access requests
* Unusual equipment
* Use of marina/water
* Use of Facilities
* Any other requests
 |  |
| **INSURANCE**You are required to submit evidence of your insurance cover for public liability and third-party loss. This must be submitted with the returned copy of this form. |  |
| **RISK ASSESSMENTS**Any production must have submitted a full Risk Assessment(s) and must perform a site visit if required. |  |