**EVENT REQUEST FORM**

Please complete this form and return to: [events@SKDocks.co.uk](mailto:events@SKDocks.co.uk)

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| **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. |  |