**EVENT BOOKING FORM**

**For PRE-SCHOOL LEARNING ALLIANCE FAMILY FUNDAY “*Celebrate Lewisham Families!*”**

**3rd June 2017 11.00am-4.00pm in Forster Memorial Park, Whitefoot Lane, BR1 5SD**

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| **ORGANISATION Or GROUP**  **And Address** |  |
| **Name of Contact Person**  **Contact person’s**  **Tel No and Email Address** |  |
| **What does your Organisation provide for Children and/or families in Lewisham** |  |

**PLEASE NOTE**: We are **UNABLE** to provide tables or chairs on the day. We are providing you with **FREE** space to promote your service and provide an activity or service for children and families. You must bring all your own activity resources, including table(s) and chair(s) and awnings etc and are responsible for their transport, and for their security on site. Please advise whether you require space for one table or for more than one.

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| --- | --- |
| **SIZE OF SPACE REQUIRED** |  |

Applicants for free stalls must have a service that is linked to children or families in the London Borough of Lewisham. Please state the activity you will be providing at the event, and what service you will be promoting:

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| --- | --- |
| **SERVICE BEING PROMOTED** |  |
| **ACTIVITY BEING PROVIDED** |  |

**PLEASE NOTE**: You are responsible for carrying out a risk assessment on any activity you provide, and must supply a copy of this on request.

If your stall is selling food or refreshments providers must hold and display a current Food Hygiene Certificate and may be inspected by EHO.

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| **I will be selling food and/or refreshments** | **YES**  **NO** |

If yes, please supply a scanned copy of your current Food Hygiene Certificate.

You will be expected to have Public Liability Insurance for your service to the value of £2,000,000. If this is a problem for you, please contact **MELANIE NELSON** on 020 8695 5955 or by email [melanie.nelson@pre-school.org.uk](mailto:melanie.nelson@pre-school.org.uk)

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| **How much is your Public Liability Cover?** |  |
| **Expiry date** |  |

**Stalls will be supplied on a first come, first served basis, and Pre-school Learning Alliance reserves the final right to refuse applicants.**

**Please return this form by email to** [**melanie.nelson@pre-school.org.uk**](mailto:melanie.nelson@pre-school.org.uk)

**by Friday 5th May 2017.**

**For any queries, please contact Melanie Nelson on the email above or by phone on 020 8695 5955.**



***Funded by the Lottery ‘Celebrate England!’ Fund; by the Lewisham Mayor’s Fund; by Pre-school Learning Alliance and by Lewisham Children and Family Centres.***