

**EVENT APPLICATION FORM
FOR PERMISSION TO USE THE HURTWOOD
FOR AN EVENT, ORGANISED ACTIVITY OR PHOTOGRAPHY**

Please complete this form and either email to ranger@foth.co.uk or post to:

Ranger
Friends of the Hurtwood
St Mark's Church Yard
Peaslake
Guildford
Surrey
GU5 9RR

Name of Event/Activity _____

Preferred days/ dates _____

Preferred times start _____ finish _____

Event Location: Please specify areas of use i.e., car parks, open spaces, bridleways :

CONTACT DETAILS

Name of Event Organiser _____

Phone _____ Mobile _____

Fax _____ Email _____

Address _____

_____ Web site _____

EVENT OR ACTIVITY DESCRIPTION

Please provide a full event description (attach further sheets if necessary, maps, and any other information available)

What is the purpose of the event? _____

Estimated number of participants _____

Will tickets be sold? Yes No

Will Income be generated in other ways, i.e. food, product sales? Yes No

If yes, please give details of prices & distribution _____

Please provide details of the following:

Marquees size & number _____

Will alcohol be sold / distributed at this event? (Details) _____

Will you use a public address system or will music be played at this event? (Details) _____

What is the event web site address? _____

Sponsorship / branding required? _____

Vehicle access to the Hurtwood (other than car parks)? Yes No

Has this event taken place before if so please provide details _____

What signage and directional markers will be required? _____

Note on Insurance: All events, filming and activity organisers will be required to submit proof of appropriate public liability insurance.

FOTH Trustee Co. Ltd and the Landowners require event organisers to demonstrate that due consideration has been given to public safety in planning the event.

Event organisers will be expected to indemnify and keep indemnified the FOTH Trustee Co. Ltd, the Charity Friends of the Hurtwood and the owners and occupiers of the land from and against all actions, claims, demands, costs, losses and expenses, which may be brought or made against it or incurred by it howsoever arising directly or indirectly in connection with the event. A copy of our Indemnity Form will be made available for signature before final approval is given for an event.

If you have any questions regarding this form or about running an event on the Hurtwood please contact the Ranger on 07920 705070 or email ranger@foth.co.uk