**Event Registration Form**

This form should be used for all events and activities being run by HWT staff and volunteers.

This form also serves as your Risk Assessment Cover Sheet and a copy must also be saved in the Risk Assessment Folder: [Events Cover Sheets Saved](https://herefordshirewt.sharepoint.com/:f:/s/HWTSharepointSite/EraHmnQ233VTqqdnQNkqTEgBws8_qIbvC1PIB3B3vmn8OQ?e=AgDYdO)

|  |  |
| --- | --- |
| Event Title |  |
| Date |  |
| Time |  |
| Location (incl. W3W) |  |
| Meeting place (incl. W3W) |  |
| Summary of event |  |
| Any further details or longer description |  |
| Site Risk Assessment to use for this event:  (pls attach/ link) |  |
| Activities Risk Assessments to use for this event:  (pls attach/ link) |  |
| Lead staff member |  |
| Contact Number |  |
| Contact email |  |
| Contact information for other event leaders/ key volunteers |  |
| First Aider(s)  Name, phone, email |  |

|  |  |
| --- | --- |
| Booking required? |  |
| Maximum Number of Places available? |  |
| Admission cost? |  |
| Cost centre to allocate income |  |
| Additional questions to ask on booking form? |  |
| Any documents to attach for attendees to download in advance? |  |
| Confirmation email text |  |

|  |  |
| --- | --- |
| **Mobility/ access info**  Suitable for those with limited mobility?  Suitable for wheelchairs?  Suitable for those with additional needs? |  |

|  |  |
| --- | --- |
| Audience / Age Range |  |
| For children's events:  Should children be dropped off at the event or accompanied by an adult? |  |

|  |  |
| --- | --- |
| Parking available at venue? |  |
| Public transport? |  |
| Toilets & handwashing facilities at venue? |  |
| Refreshments available? |  |
| Dogs allowed? |  |
| What to bring or wear |  |
| Image to us (attach/link) |  |
|  |  |