



Friends of Childwall Woods & Fields Event Booking Form

Please print, complete and scan and return to
membership@fcwf.org.uk

Question	Answer	Comment
Lead organiser contact details: Name Email Mobile phone number		
Is this a public or corporate event? Name of organisation.		
Is the organisation being paid to run this event or any associated initiative /course?		
How many will attend for the event?	Adults Children Age range	
What date or dates are preferred?		
What time is the start time of the event?		
Maximum duration?		
How many parents, carers or people supporting the event will attend?		
Objective: What are we trying to achieve? What outcome to the individuals or group wish to achieve?		
Do any of the individuals have special educational, mobility or communication needs?		
Additional information:		

For FCWF Use Only:

	Date confirmed by committee	Enter date:
	Expected event duration?	
	Any special considerations? What materials are needed?	
	Is the org a charity or nfp? Is the org a member of CAT?	
	Is this a FCWF hosted event and under FCWF Public Liability insurance and risk management responsibilities?	Yes, FCWF event If not FCWF insurance, please obtain copies of org's PLI.
	Is there a specific interest in one particular site element, feature, genus, or species?	
	Number of FCWF event leaders required?	
	Names of FCWF event leaders	
	Are we charging a fee or has a donation been offered?	
	Copies of generic public liability insurance and risk assessment sent to lead contact point.	
Additional notes:		