



Stage@TheDock

**Event Booking
Enquiry**



Event Details

Event name:

Event organisers:

Contact name:

Contact tel:

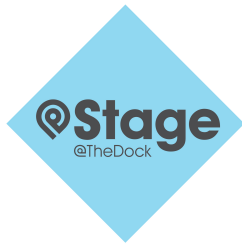
Description of your event and detailed activity/schedule:

Our Venue Manager is on hand to work with you from conception through to the delivery of your event. We aim to offer a full event management service, helping you to realise your ambitions efficiently whilst ensuring the best outcomes in terms of quality.

Please provide as much detail as possible about your proposed event for consideration. We will then contact you to discuss this further and to agree next steps.

Freedom Festival Arts Trust is a registered charity (number 1158439) with the company number 8530799.

Registered Office: Wykeland House, 47 Queen Street, Hull, HU1 1UU



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Event information cont.....

Has this event been held before? **Yes**

Is it the first time you have organised the event? **Yes**

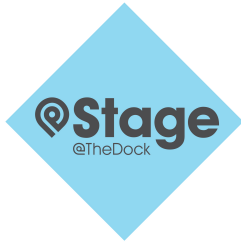
Have you organised any other similar events, if yes, what events have you organised and where were they located e.g. indoor or outdoor?

Event date(s)			
Start date		Start time	
Finish date		Finish time	

Date(s) for set-up/clean up			
Start date		Start time	
Finish date		Finish time	

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Numbers Attending: What is your estimated total number of people attending the event (include spectators, volunteers, suppliers, staff etc – **capacity 350 approx.**):

Audience Profile: Tell us the type of audience who are likely to be attending the event? (e.g. *families, young people, 50+ etc*):

Alcohol: Are you planning to have alcohol at your event?

Yes No

Have you applied for a Temporary Event Notice (TEN)?

Yes No

Do you require assistance in completing the TEN?

Yes No

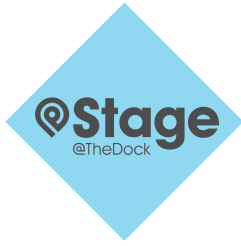
Public liability insurance (min £5,000,000) is required to hire the Stage@ The Dock do you have insurance?

Yes No

First Aid: Are First Aid facilities and/or personnel available at the event? Yes No

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There is a score card available from Yorkshire Ambulance Service which can help you determine your first aid requirements.

Toilets: What toilet provision is in place for your event (please remember if you are having catering units on site, they will need a separate toilet unit to the public)?

***Accessibility Arrangements;** Please provide us with details of any specific arrangements that you have in place to cater for those who may have mobility, sight or hearing issues:

Charges: Will you be charging the public to come to the event or for any activity?

Yes No

Will this be pre event or on the day?

Pre event

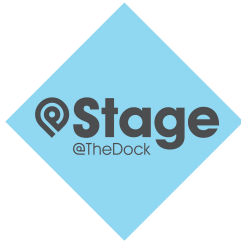
Event Day

Do you require box office facilities?

Yes No

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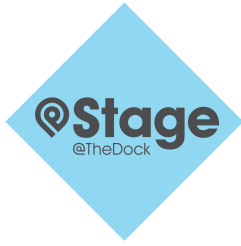


Promotion: How do you plan to promote your event? Please give details:

Proposed use of the stage area: Please provide a basic design of the layout of your proposed use of the stage area: (See stage drawing on next page).

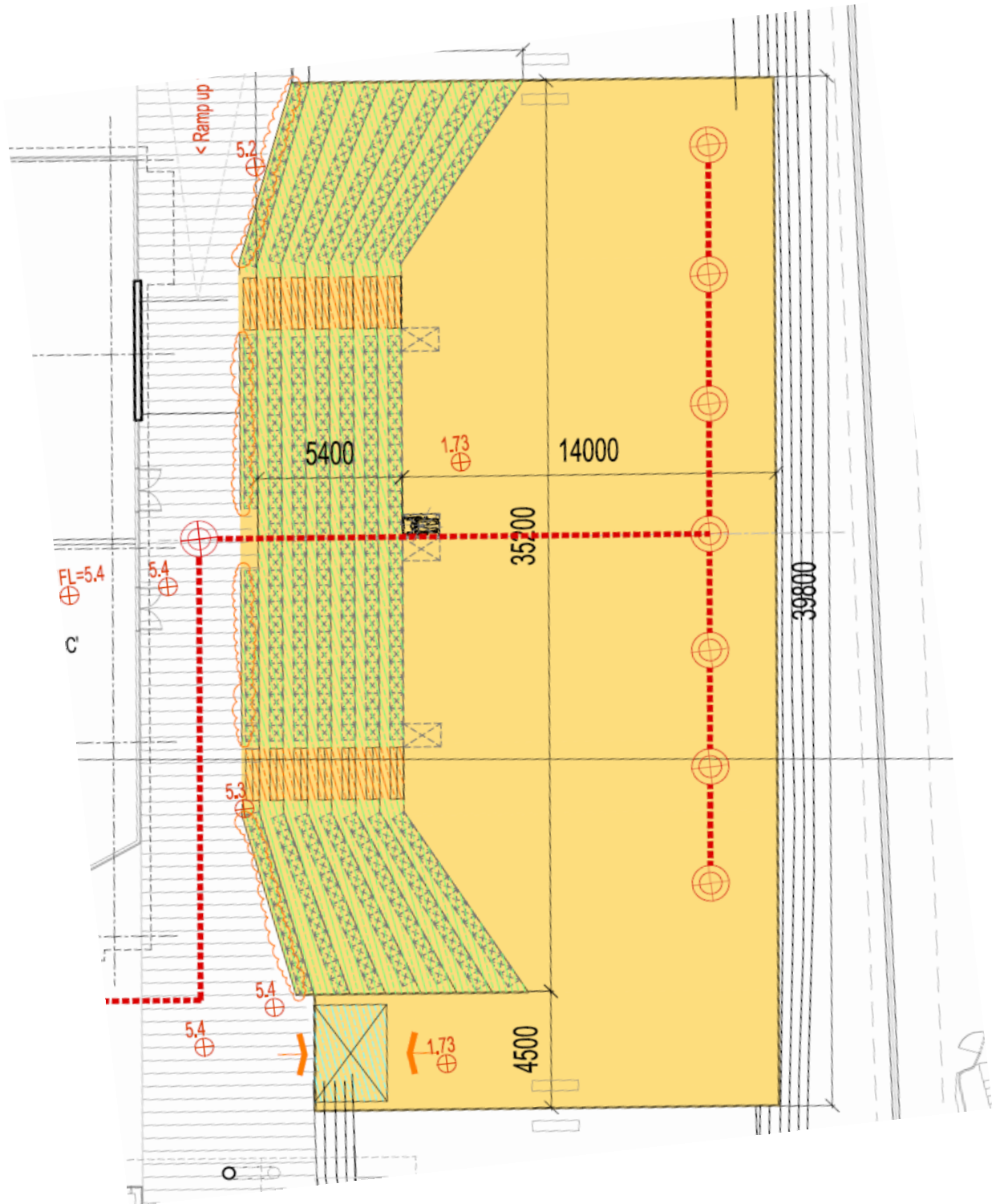
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