





Use Your Senses 5K 2017 Pitch Request Booking Form

Guide Dogs is a working name of The Guide Dogs for the Blind Association.
Registered Office: Hillfields, Burghfield Common, Reading, Berkshire, RG7 3YG.
A company limited by guarantee registered in England and Wales (291646) and a charity registered in England and Wales (209617) and Scotland (SC038979).



Event (tick as appropriate)	Glasgow Green, Glasgow – 3 September 2017 <input type="checkbox"/>				
	Telford Town Park, Telford – 30 September 2017 <input type="checkbox"/>				
	Fairlands Valley Park, Hertfordshire – 14 October 2017 <input type="checkbox"/>				
	Sutton Park, Birmingham – 3 December 2017 <input type="checkbox"/>				
Organisation					
Contact Name					
Contact Number					
Email Address					
Contact Address					
Staffing Details	Number of staff: Staff Names:				
Please provide details of your stall contents and any activities					
Pitch requested e.g. 3 x 3m or 3 x 6 open pitch	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">3 x 3 Open space (£20 exc. VAT)</td> <td>Quantity:</td> </tr> <tr> <td>6 x 3 Open space (£35 exc. VAT)</td> <td>Quantity:</td> </tr> </table>	3 x 3 Open space (£20 exc. VAT)	Quantity:	6 x 3 Open space (£35 exc. VAT)	Quantity:
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Please provide details of the equipment you will bringing on the day					
<p>Please note, you will need to provide your own marquee which must comply with our Terms and Conditions for booking. These include the requirement for you to confirm that the marquee will be erected by a competent person and weighted sufficiently on all legs.</p>					



Extra tickets	2 x tickets are included with the pitch; extra tickets can be provided at a charge of £10pp (Exc. VAT)	Quantity:
Please provide details below of any marketing/ promotion you plan to do around your support for Guide Dogs and attendance at the event	We can provide images, Dogs Unite logo and sample copy on request. Join in the conversation on our facebook page and follow us @dogsunite on twitter!  	
Documents enclosed with application	Risk Assessment <input type="checkbox"/> Copy of Public Liability Insurance <input type="checkbox"/>	
PAYMENT		
Would you like to make a donation to Guide Dogs?	YES <input type="checkbox"/> please accept a donation of £ _____ NO <input type="checkbox"/>	
Total Fee	Total Pitch hire: Total Equipment hire: Total Additional tickets fee: Guide Dogs donation: TOTAL:	
Payment	Please note: Once your application has been assessed, we will confirm the outcome via email and payment will then be requested. Your application is not confirmed until payment has been made. Payment will be processed over the phone by card.	
Signed (By signing this form you agree to our Terms and Conditions)		

FOR OFFICE USE ONLY

 DATE RECEIVED	[]
 RISK ASSESSMENT & PUBLIC LIABILITY INSURANCE RECEIVED	[]
 APPLICATION OUTCOME CONFIRMED	[]
 PAYMENT RECEIVED	[]
 PRE-EVENT DETAILS SENT	[]
 POST EVENT EMAIL SENT	[]