**Event Request Form**

Please use this form to request our Community Safety staff to attend your event for either:

* Stall - providing fire safety advice to the community & leaflets etc.
* Fire Safety Talk – to give your group advice about fire safety in the home (minimum of 15 attendees).

Please be aware that we cannot give a fire safety talk to both adults and children at the same time due to the variations in fire safety messages. We will require a minimum time of 1 hour to deliver a fire safety talk.

Attendance at your event will only be considered upon receipt of this request form.

We require a minimum of 4 weeks notice, attendance at evening and weekends will be considered on an individual basis.

Please email this form to – JCSDadmin@syfire.gov.uk

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| I would like to request the following: | Stall | [ ]  | Fire Safety Talk | [ ]  |
| Contact Name: |  |
| Name of Organisation & Address: |       |
| Postcode: |       |
| Contact Telephone Number: |       |
| Contact E-mail Address: |       |
| Name of Event: |       |
| Date of Event: |       |
| Time of Event (Start & Finish Times): |       |
| Address of Event:*(if different from Organisation Address)* |       |
| What is the aim of the Event? |       |
| How many attendees are expected? |        |
| Details of whom you are expecting to attend: | Families  | [ ]  | Children | [ ]  | Lone Parent | [ ]  |
| Senior Citizens | [ ]  | Excluded Children | [ ]  | Carers | [ ]  |
| BME | [ ]  | Disabled | [ ]  | Other Vulnerable Group (please specify):      |  |
| What benefits will be gained by SYFR attending the Event? |       |
| Is the event Indoors or Outdoors? |  |
| Can you provide a Gazebo, chairs and table? |  |
| Additional Contact details for Event / Any other information:Please give the name and number of the main Contact person for the day |       |