



Essex Community First Aid Event Volunteers

Please return to: 37 Downham Road, Brock Hill, Wickford, Essex,
SS11 7LX

Tel: 07989 272899 E-mail to: info@ecfaev.org

Charity Commission reg. no. 1180674

Booking Enquiry Form

Event Type:		Estimated Number of Participants:	
Date(s):			
Event address:			
			Postcode:
Event managers name & mobile number:			
Event start & finish time:			
Start & finish time first aid cover required:			
Number of first aiders required:			
Contact Details			
Name:			
Address:			
			Postcode:
Company Name:			
Telephone Number:		Email Address:	
Invoice Details (if different from above)			
Name & Address:			
			Postcode:
		Email Address:	
Purchase Order Number:			
Please indicate Yes or No to questions below			
Will there be any food or drink available to volunteers?	YES	NO	
Toilet Facilities nearby?	YES	NO	
Is parking available for volunteers?	YES	NO	
Is water available?	YES	NO	
Is a Treatment Facility (see below) available?	YES	NO	
Is there a radio communications team on site?	YES	NO	
Request quote for provision of ambulance	YES	NO	
<p>I have read and agree to the Terms & Conditions below.</p> <p>Signature:</p> <p>Date:</p> <p>Position:</p>			

Terms & Conditions

Payments

An invoice will be sent on completion of the event. Payment to be made within 30 days of invoice date. Payment by BACS preferred, but cheques and/or cash accepted.

Cancellations

Bookings can be cancelled free of charge up to 7 days before commencement of the event. After that, we reserve the right to make a charge up to the full quoted cost, depending on the circumstances.

Changes To Bookings

Please advise as soon as possible if anything needs to be changed. We reserve the right to make an additional charge if any change, such as to the event duration, or number of first aiders required, is made. There may be circumstances where we are unable to accommodate a change, such as an increase in the number of first aiders required when we are already fully booked. In such circumstances, ECFAEV cannot be held responsible for any financial loss incurred by the event organiser.

Overrunning Events

Whilst we will always remain for an ongoing incident/medical emergency, if an event overruns the booked time for avoidable reasons, we reserve the right to make a surcharge of £25 for every additional half hour or part thereof. Volunteers will have to give their agreement to stay on and they have the right to leave at the agreed time as they may have other engagements.

Force Majeure

We will make every effort to arrive before/at the agreed time, provide the cover agreed, and leave at/after the agreed time, but we cannot accept responsibility for something beyond our control preventing us from fulfilling our obligations. This might be, but is not restricted to, traffic problems, extreme weather, illness etc.

Treatment Area

If we are providing our own treatment facility (an ambulance or enclosed gazebo), we require a space be allocated which is:

- Visible to the public in case they need us.
- Quiet enough to be able to talk comfortably to any casualties.
- 5x5m for our standard gazebos, 8x5m for our large gazebo, or an ambulance.

If the organiser is providing the treatment facility, as well as the above requirements, it must also provide privacy for treatment of casualties.