



# 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 Form

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

## 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.