



Event Notification Form

1. Details of Organisation

Name of organisation (including address)	
Organiser's name(s) (including address)	
Contact number	
Email address	

2. Details of the Event

Name of event		
Date(s) and time(s) of event		
Location of event (including postcode)		
First aid provisions		
Maximum number of persons intended to be admitted to event		
Full details of the event (including any entertainment, shows or displays eg fireworks etc) (use separate sheet if necessary)		
Name(s) of any bands/artists who may be performing		
Please email completed form to: events@yas.nhs.uk		
For internal use only:		
Date received		
Date distributed		
Other documentation received (ie risk assessment, copy of insurance etc.)		