



PERSONAL TRAINING REQUEST FORM

Please use this form if you are planning on hosting Personal Training Sessions at one of Bristols main parks. This Permit is designed for small scale training sessions (under 20 attendees) that may run throughout the year.

If your sessions involve extensive weight lifting or are specifically targeted towards small children you will need to complete the full Site licence application which can be emailed to you by contacting parcs.events@bristol.gov.uk

NAME:	PARK(S) REQUESTED:
ADDRESS:	DATE OF THE EVENT:
TELEPHONE:	START TIME: FINISH:
EMAIL:	TYPE OF PERMIT REQUESTED (PEAK, OFF PEAK , YEARLY)

Please outline the type of Personal Training and who you hope will be the main visitors to your event:

Outline the numbers of volunteers / staff working that will be facilitating the activities planned and how they will communicate to each other in the event of an emergency.

Please outline what First Aid provision you will have on the day – this is an essential requirement of your event. Provide evidence of certificates / qualifications held.

Please outline any car parking provision you will have on the day and the estimated number of vehicles arriving.

Please use this section to outline the key members of staff that will be working on your event on the day and their roles and responsibilities. Your Risk Assessment may help you answer this section. Any one who will have prolonged contact with children and vulnerable adults must provide their full name and date of birth.

An assessment of the risks associated with the use of a Public Space and a site map of your event must submitted with this form.

DECLARATION

I confirm that I am over 18 years of age and that I am conducting small scale Training Sessions for approximately 20 people or less to attend. My training will not include extensive set up, heavy weight lifting or target under 18's. I have attached a completed risk assessment and site map and will brief all my staff on their roles and responsibilities on the day. I have read and understood the terms and conditions regarding the use of a Park.

Print Name..... Signature.....Date

GENERAL GUIDELINES FOR THE USE OF BRISTOL PARKS

- **Ensure all staff / volunteers must be fully briefed before the event and be aware of their role and responsibilities on the day**
- **Ensure your visitors to your event know how best to arrive and where to go in the event of an emergency**
- **High Viz jackets to be worn by key staff in the event of an incident or adverse weather conditions**
- **All litter to be cleared and disposed off site by the event close**
- **Please ensure that all visitors are aware of Parking and where possible recommend public transport options**
- **Gazebos are permitted, however Marquees are not covered under this agreement.**
- **No vehicles to be driven onto grassed areas**
- **The event will finish no later that 10:00 PM**
- **This permit does not give exclusive rights of use, be considerate of other Park users at all times**