**Keeping Active and Informed in Waveney!**

**Tuesday 4th September 2018, 13.30 - 16.00**

**Waterlane Leisure Centre, Lowestoft**

**Organisation / Stall holder / Business/ Activity Provider booking form**

|  |
| --- |
| **Lead organiser Name:** |
| **Name of Organisation / Stall holder / Business/ Activity Provider:** |
| **Address:** |
| **Email:** |
| **Telephone:** |
| **Are you bringing a display? Yes/No**  **Do you need a table for this? Yes/No**  **Are you providing an activity for people to take part in? Yes/No**  **If so, roughly how much space do you require? ………………………………….**  **How many people will be representing your group or organisation? ……………….** |
| **Are there any special arrangements we need to make to meet your particular needs?** |
| **Booking policy**   * The event is complimentary, however booking is essential for stall holders or those delivering an activity as places are limited * Please let us know if you have booked a place and find that you can no longer attend. |
| **Return of booking forms**  Please complete and return this form **by Friday 24th August 2018** to either   * Email [stuart.halsey@eastsuffolk.gov.uk](mailto:stuart.halsey@eastsuffolk.gov.uk)   or   * Post to - Communities Team, Waveney District Council, Riverside, Lowestoft, Suffolk NR33 0EQ |
| **On the day**   * Event time is 13.30 - 16.00 but people are encouraged to arrive at 13.00 to set up their equipment/stall. |

**This information will only be used for the purposes of this event and will not be passed on to any other third party organisations.**