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FRIENDS OF WREXHAM CEMETERY

EVENT REQUEST FORM, page 1 of 3

Event Leader:

Email:

Telephone:

Event Co-Leader:

Email:

Telephone:

Date:

Rain Date:

Time of Event: Duration Event

Title of Event:

Age Group Suitability:

Nature and Content of Event:

Is the event Open to the Public?

Is the event Private? (name of group/organization)

Is a completed Wrexham City Council Risk Assessment form attached?

Is a completed Private Group’s Risk Assessment attached?

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FRIENDS OF WREXHAM CEMETERY

EVENT PROPOSAL FORM, page 2 of 3

SIGNATURES PAGE

I understand the Friends of Wrexham Cemetery will undertake promotion of the event including but not limited to a notice on the Friends of Wrexham website and Facebook page, the design of a poster for circulation, and a press release to local media.

I understand the Friends of Wrexham Cemetery will assign an Ombudsperson who will be onsite for the event to provide assistance as indicated, to read a ‘welcome and comportment’ statement, and to secure signatures for permission to publish photographs on the Friends of Wrexham Cemetery website or to provide to external media.

I understand the Cemetery is wheelchair accessible.

Event Leader

Date

Event Co-Leader

Date

Approved by the Committee of the Friends of Wrexham Cemetery on

Name

Title

Approved by the Wrexham City Council on

Name

Title

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FRIENDS OF WREXHAM CEMETERY

EVENT PROPOSAL FORM, page 3 of 3

CONTENT SAMPLE PAGE

Duration of Event:

Title of Event:

Age Group Suitability:

Nature and Content of Event:

Please return to the friends group by emailing back or dropping it off at the Cemetery

info.friendsofwrexhamcemetery@yahoo.com