



Branksome Dene Room – Risk Assessment

Please ensure all details proposed below comply with the Terms and Conditions of booking

Date of function/event:	Type of function / event:
Customer name	Email: Telephone:

Please provide a brief description of the event and what activities will take place during the booking period.

Questions	Yes	No	N/A
What kind of structure will be used on the patio? Gazebo <input type="checkbox"/> Marquee <input type="checkbox"/> Tent <input type="checkbox"/> Other <input type="checkbox"/> <i>(If other, please specify)</i>			
<ul style="list-style-type: none"> What is the structure made of? <i>(Please specify)</i> 			
<ul style="list-style-type: none"> What are the dimensions of the proposed structure? Height (at highest point) Length..... Width..... Total area (Excluding supports) Total area (Including supports) Capacity (maximum number of persons) 			
<ul style="list-style-type: none"> How will the structure be supported? Guide ropes <input type="checkbox"/> Weight bags <input type="checkbox"/> Internal Support Poles <input type="checkbox"/> Other <input type="checkbox"/> <i>If other, please specify</i> <i>If guide ropes, please states how these will be tied off.....</i> 			
<ul style="list-style-type: none"> Will all exit and public access routes be kept clear of obstruction? <i>(If no, please explain)</i> 			
<ul style="list-style-type: none"> Will portable fire prevention appliances be provided in the structure? <i>If yes, please specify.....</i> 			
<ul style="list-style-type: none"> Will any independent forms of heating be used (e.g. patio heaters)? <i>If yes, please specify.....</i> 			

