



# Southend Air Festival 2012

Saturday 26<sup>th</sup> and Sunday 27<sup>th</sup> May 2012  
Charity Pitch Application Form

FOR OFFICE USE ONLY:	
Site Ref. No. ....	
DOCUMENTATION RECEIVED	
1. Photograph	<input type="checkbox"/>
2. Plan of site	<input type="checkbox"/>
3. Ins certificate	<input type="checkbox"/>

<b><u>SECTION ONE</u></b>	<b>Applicant Details</b>
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1.1	Full Name of Charitable Organisation:	
1.2	Registered Charity Number: <i>(please note, your application cannot be considered if you do not complete this section)</i>	
1.3	Contact Name:	
1.4	Address:	
1.4	Telephone Number:	Work:  Home:  Mobile:  Fax:  E-Mail:  Website:
1.5	Name of Person responsible for your site at the event:	

1.6	Contact Details (if different from above):	
1.7	Name & Address of your Insurance Company:	
1.8	Insurance Policy Number:	
1.9	Level of Public Liability Insurance Cover (minimum required £5million):	
1.10	Expiry date of Policy:	

**SECTION TWO Site Details**

2.1	You will be allocated a space of 2m x 2m within the Air Festival site. You will need to provide your own furniture/displays/gazebos	
2.2	Brief description of exhibition / display and nature of activities to be carried out:	

**SECTION THREE Vehicle Pass**

3.1	Do you require a vehicle pass to gain access to the seafront for setting up? (Please note, this pass does <b><u>NOT</u></b> entitle you to park on the seafront. All vehicles must be removed by 09.00hrs and you must make your own parking arrangements.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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	<p><b>NOTES:</b></p> <p>a) Please ensure you have enclosed the following documentation with your application, as failure to do so may result in your application being delayed or refused:</p> <p><b><u>Check List</u></b></p> <p>1. Copy of your current insurance certificate for £5million.</p> <p style="text-align: center;"><b>James Holmes Southend Air Festival, Southend-on-Sea Borough Council, Tourism &amp; Events Team Civic Centre, Victoria Avenue Southend on Sea, Essex SS2 6ER</b></p>	
	Signed:	
	Name:	
	Date:	