



# WHITE PARK BOOKING PROCESS

- The User / Hirer is to contact Council either via phone or emailing the White Park email. Council will get in touch or discuss date options first and a tentative booking will be held upon availability.
- A booking form will need to be completed and submitted to Council with a Certificate of Currency for Public Liability Insurance.
- A risk assessment is also required but understandably we allow this to come closer to the event as some won't be able to complete this until they see the site first hand.
- A quote will begin to be developed and given to the hirer/user.
- A 20% deposit of the event organisers cost is required for approval.
- The booking will be confirmed with a letter which will be either emailed or posted out.
- A final invoice will be generated 14 days before the event and the hirer/user has 30days to make payment.