

Too Smooth Entertainment

Event Manager Details:

Event Managers:

Simon Paul

Address:

109 Burn croft avenue Enfield London en3 7jq

Phone (Work): Phone (Home).....

Fax.....

Entail: Revvired@vniail.com

Contact during Event:

Phone:

INSURANCE

Insurance Details

Copies of insurance Certificate

Name of Insurer:

Address:

Phone.....

Fax.....

Policy Number and Expiry Date.....

Public Liability Value and Asset Value.....

.....

FINANCIAL PLANNING

Budget

BUDGET

ORGANISING COMMITTEE

Roles and Responsibilities

THE VENUE

Potential Hazards

- A list of identified hazards at Barley lands farm and the action taken to minimize the risk.