**DOVER TOWN COUNCIL**

**Covid 19 Precautions**

We are working hard to ensure that everyone is able to remain safe and well. Please help us by giving us as much information as you can in answering the questions below. We may ask you for more details if needed. The information you give should be based on the current regulations and if the situation changes nearer the time of your event, you will tell us how your arrangements have changed to ensure full compliance. The Mayor is only able to undertake engagements where all relevant regulations and guidance are fully complied with.

You will need to send us your own risk assessment for the event. If your risk assessment does not include covid-19 please **also** complete the table below to provide us with the information we need and send it to us.

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact details for organiser  Name  Address  Telephone - landline  Telephone – mobile  Email |  |
| Description event |  |
| Date of event |  |
| How are you monitoring and enforcing any limits on the number of people attending your event? |  |
| What arrangements are you making to monitor and enforce social distancing and the wearing of face coverings? |  |
| What arrangements are you making for the provision of hand sanitiser and hand washing facilities? |  |
| What arrangements are you making to ensure any indoor venue is ventilated as much as possible? |  |
| Please confirm that your event will not include any activity (such as choir singing indoors) which may be prohibited. |  |
| Is there anything else we need to be aware of in relation to the event and compliance with Covid 19 compliance? |  |
| Please provide us with details of the insurance cover you have in place for the event. |  |

Send your risk assessment and the above template (if your risk assessment does not provide these details) together with your “Book the Mayor” invitation form to The Town Clerk, Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW or by email to [mayoralty@dovertowncouncil.gov.uk](mailto:mayoralty@dovertowncouncil.gov.uk)

Thank you.