

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.