

DUTY REQUEST FORM

Duty Ref No: _____

Contact Details

Organisation:					
Address:					
Contact name:				Mobile:	
Daytime Tel:		Fax:		Email:	

Event Details (ALL fields must be completed in this section)

Location:					
Name/Type of Event:	<small>(eg: motor racing / fête / marathon etc)</small>				
Event date & times:	Date	Start time	Finish time		
Will the general public be in attendance?:	<small>(NB. If over 1,000 people, or an event of a dangerous nature, a prior meeting must be arranged)</small>		Y / N	Approx no.s attending:	
Is there dedicated parking for a vehicle? If so, where?	Y / N	<small>(parking info)</small>			
<small>(parking info cont/d..)</small>	What insurance is in force?:			<small>(eg: Public liability, etc)</small>	
Directions to site:					
Donation:	Agreed amount: £				
OR Contact details to arrange donation:					
Risk Assessment attached?:	Y / N	Event Plan attached?:	Y / N		

Duty Details

Our personnel should report to:			Mobile:		
Doctor / Paramedic in attendance?:	Y / N	Name, if known:			
Are toilet facilities available?:	Y / N	<small>(specific instructions)</small>			
Will refreshments be:	available / provided for our volunteers? <small>(delete as applic)</small>				Y / N

Please return this completed form, as soon as possible, with no less than 3 months notice, to:

St John Ambulance Headquarters
 14 – 16 Midvale Road
 ST HELIER JE2 3YR

A Risk Assessment and Event Plan must be supplied at least 2 months prior to commencement date.

Public duties place a heavy burden upon our volunteers and equipment. St John is a non-profit making Charity, **wholly funded by public donations** and your generosity is appreciated.

A reply to the above request will be sent as soon as possible.

Signed: _____ Date: _____

IMPORTANT INFORMATION (please read)

You will appreciate that our teams are entirely composed of volunteers and we cannot guarantee attendance at any event. Should, for any reason, our volunteers not be able to attend, and if we cannot find a replacement team, we shall endeavour to give you as much notice as possible, so that alternative arrangements can be made. Although the failure of a team to attend an event is extremely rare, unfortunately, it can occur. Thus, if non-attendance of a First Aid team / Ambulance means that your event will not be able to proceed, we suggest that you take out an appropriate insurance against any loss you may thereby suffer.

Where events run over the stated finish time, we cannot guarantee that our volunteers will be able to remain at the event, this must, therefore, be agreed with our personnel during the duty; we thank you for your understanding in this instance.

Please indicate if you would like to receive details of First Aid courses offered by St John Ambulance