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| Pre and Post Event or Activity  **SITE SELF INSPECTION FORM** |

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| This form **must be** completed by the organisers **BEFORE** and **AFTER** you access site. Please inspect the condition of the site upon arrival to ensure any damages are reported before loading in.  **Important**: A copy of this form and any photographs you have taken must be submitted by email before the commencement of your hire period.If it is not, it cannot be used as evidence that the damage was pre-existing. If we are made aware of any damages, which have not been reported, you may be liable for the costs of the reinstatement works.  It is in your interest to complete this form in detail, as it will protect you from being charged for reinstatement works for damages that were present before your arrival or after your departure from site.  **CONTACTS / REPORT A FAULT**  Issues in parks should be reported via the Council’s webpage: [Report a fault with a park](https://www.richmond.gov.uk/services/parks_and_open_spaces/report_a_parks_fault)  Council switchboard: 020 8891 1411  **Out of hours’ emergencies: 020 8744 2442**  If you have any questions, please don’t hesitate to contact Park Events on richmond@theeventumbrella.com |

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| **Event:** |  |
| **Site:** |  |
| **Date of Inspection:** |  |
| **Time of Inspection:** |  |

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| **Pre-Event Inspection:** |  | **Post Event Inspection:** |  |

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| **Ground condition hired site:**  (Incl. conditions of the event space ground/grass, holes, burns, bald areas) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y**/ **N** | | | | | |
| **Access/egress routes, footpaths**  (This is an area that is most often damaged, please check vehicle access routes, vehicle entrance to site, foot entrance to site, barrier fencing, gates, etc.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y** / **N** | | | | | |
| **Fencing & Furniture:**  (Incl. damage to fences, signage, benches and other park equipment e.g., dents, missing/damaged panels, vandalism, etc.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y**/ **N** | | | | | |
| **Trees:**  (Incl. damaged trees, broken branches, low hanging branches, vandalism, etc.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y**/ **N** | | | | | |
| **Litter/Rubbish**  (incl. Commercial waste, bin bags, food spillages etc.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y** / **N** | | | | | |
| **Vegetation**  (incl. flower beds, shrubberies, bushes etc.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y** / **N** | | | | | |
| **Other**  (If there any other concerns you have that would not fit into) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y** / **N** | | | | | |