



SAW – CLUB EVENT FORM

Please return this completed form to the secretary at least 4 weeks and preferably 8 weeks before the event in order to be covered by the club insurance. It is for one-off events and should not be seen as a way to provide cheap insurance cover for members regularly attending craft shows etc. The club should benefit from the event in some way (publicity, welcoming new members, percentage of takings)

Event			
Date			
Where held			
Name of member organising the event for the club			
Contact telephone number			
Contact email address			
Format of event	Display of work	yes	no
	Sales table	yes	no
	Demonstration	yes	no
Open air or inside?			
Cost to the club of the event?			
How will club members be invited to attend?			
How will the club benefit?			
Request to borrow club equipment	Lathe (indicate which one) Axminster 330 / Warco	yes	no
	Dust extractor	yes	no
	Safety screen	yes	no
	RDC socket		

I, _____ as organiser of the event on behalf of the Surrey Association of Woodturners will undertake the following:

I will give regard to health and safety issues regarding the setting up and running of the Club stand. I will provide a risk assessment in advance to the secretary.

If there is to be a live demonstration, I will ensure that:

- Only club members demonstrate.
- Anyone demonstrating is wearing suitable eye protection, shoes and clothing.
- The lathe will have a safety screen to protect members of the public.
- Any electric cables are placed so that they do not prove a hazard to the general public or the members taking part.
- The stand will be set up to discourage members of the public from walking behind the lathe.

I will ensure any equipment borrowed is returned as soon as possible and will report any problems immediately. I will ensure that club advertising materials and membership forms are available and will positively encourage anyone interested to visit the club.

Signed _____ date _____

NB. The club's electrical equipment is PAT tested. If the organisers require all equipment to be PAT tested and you are using your own, it is your responsibility to get it tested. It is your own responsibility to make sure the organisers are providing first aid cover for the event.

Please submit this form to the secretary in good time before the event so that there is time to include an advertisement for the event in the newsletter. If it is agreed that the event can be called a club event and can be covered by the club insurance, a signed confirmation will be given. After the event a full list of members who have taken part should be given to the secretary.

The above event has been recognised as a Surrey Association of woodturners club event.		
Signed on behalf of the committee	Richard Davies, secretary	date