|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | |
| Organisation: |  | | | | | | | |
| Address and registration number (if you are a Charity registered with the Jersey Charities Commission), to where all correspondence and invoices are to be sent:  Postcode: |  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | Registration No: | |  | |
| Contact name: |  | | | | | | | |
| Email: |  | | | | | | | |
| Organiser’s Mobile Number: |  | | | | Daytime Tel: | |  | |
| **Event Details (ALL fields must be completed in this section)** | | | | | | | | |
| Title of Event: |  | | | | | | | |
| Location of Event: |  | | | | | | | |
| Type of Event (e.g., music festival / fête / marathon etc): |  | | | | | | | |
| Event date and time, you would prefer us to be on site **NOT** the start time of your event: | Date | | | Start | | | End | |
| Will the general public be in attendance? (NB. If over 1,000 people, or an event of a dangerous nature, a prior meeting must be arranged) | | | | Y / N | Approx. no’s attending: | |  | |
| Is an entrance fee being charged? | Y / N | | | Is alcohol being served? | | | Y / N | |
| Is there dedicated parking for our vehicle(s)?  If so, where? | | Y / N | |  | | | | |
| What Insurance will be in force?  (e.g.: Public liability, etc) | |  | | | | | | |
| Agreed Payment (please see attached table for guidance, terms and important information)  **Please complete before returning** | £  (£45 Administration charge additional to the above fee and non-discountable) | | | | | | | |
| Risk Assessment **PLEASE ENSURE THIS IS PASSED TO US AT TIME OF BOOKING.** | Y / N | | Event Plan attached  **PLEASE ENSURE THIS IS PASSED TO US AT TIME OF BOOKING.** | | | | | 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 | |  | | | | | |
| Will refreshments be provided for our volunteers? | Y / N | |  | | | | | |
| Will refreshments be available to purchase for our volunteers? | Y / N | |  | | | | | |

**TERMS, CONDITIONS AND IMPORTANT INFORMATION (please read)**

Once we have agreed to cover your event, an invoice will be issued for a 50% deposit for events with a total cost exceeding £500.00. For events costing less than £500.00 or those taking place within 60 days, full payment (100%) will be required to be paid within 7 days of an invoice being prepared. The deposit is non-refundable and will be deducted from the final invoice if the event is cancelled with more than 48 hours’ notice and full payment has been made. Please note that administration costs are non-refundable.

All cancelations of events **MUST** be made in writing. Should you have to cancel your booking, please note that cancellations with less than 48 hours’ notice, that all fees remain payable and are non-refundable.

Our teams are made up entirely of volunteers, and we cannot guarantee attendance at any event. If our volunteers are unable to attend, and a replacement team cannot be arranged, we will make every effort to provide you with as much notice as possible to allow alternative plans to be made. While it is very rare for a team to be unavailable, it can happen. Therefore, if the absence of a First Aid team or Ambulance would prevent your event from proceeding, we recommend obtaining appropriate insurance to cover any potential loss. Should St John Ambulance be unable to fulfil its commitment, a full refund of any payments made will be issued.

If the event details are later found to differ from what was originally agreed upon submission of this public duty form, St John Ambulance reserves the right to withdraw our agreement to provide coverage. In such a case, a full refund of any payments made will be issued.

If events extend beyond the specified end time, we cannot guarantee that our volunteers will be able to stay beyond the originally agreed duration. Any extension must be discussed and agreed upon with our personnel during the duty. Additionally, please send an email to [sam.channing@sja.org.je](mailto:sam.channing@sja.org.je) to confirm the new arrangements made with the volunteers.

|  |
| --- |
| **Please complete this form in full and return a signed copy, as soon as possible (with no less than 3 months’ notice) to confirm that you have read and understood our Terms. Send by email to:**  [sam.channing@sja.org.je](mailto:sam.channing@sja.org.je) or [countyhq@sja.org.je](mailto:countyhq@sja.org.je)  Any changes to times, dates or other information will require a new form to be completed in full. Failure to complete a new updated form may result in your event’s details being incorrect in our system. We will always revert to the last received signed paperwork for the information to be utilised.  Please be mindful that our Event Diary fills up very quickly and only upon the receipt of this completed form along with your 50% payment or 100% payment if less than 60 days’ notice, will your event be placed in our diary as a confirmed booking. If the total cost of your event is less than £500.00, 100% will be invoiced prior to your event being added to our diary.  A Risk Assessment and Event Plan **must** be supplied at the time of booking prior to your event’s commencement date. Failure to provide these documents in a timely manner will result in St John Ambulance being unable to adequately cover your event and we will be left with no other recourse but to withdraw our services. |

**FEE STRUCTURE FROM 1st JANUARY 2025**

As a Charity, we rely heavily on the funds raised from our attendance at various events throughout the year. We do not receive any States Funding and we are a not-for-profit Organisation.

The below is meant as a **GUIDE ONLY** and will need to be tailored to fit with your individual event requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment or Personnel** | **Cost** |  | **Information** |
| Minimum Charge | £95.00 |  | Minimum charge for our attendance at your event. No discount will be allowed on this cost. This will be in addition to the £45.00 administration charge. |
| Standard minimum charge per hour per volunteer | £13.00 |  | St John Ambulance references The Purple Guide when evaluating risk assessments and planning. However, due to Jersey’s limited infrastructure, this document is used purely as a guide and additional resources may be required to comply with Health and Safety. |
| Vehicles | £290.00 |  | Vehicles are charged at a flat rate for attendance per day at an event regardless of the length of time they are required. |
| Static Treatment Centre per Day | £130.00 |  | Static Treatment Centre is charged at a flat rate for attendance per day at an event regardless of the length of time it is required. |
| Tents and other specific equipment relating to the event | TBC at time of booking |  | This list is non-exhaustive and needs to be confirmed at the time of booking an event. |
| Refreshments / Sustenance | TBC at time of booking |  | We adhere to a welfare guide set out by St John Ambulance National Head Quarters with regards to the welfare of our volunteers whilst on duty to ensure they are suitably fed and refreshed. There are cost implications to the provision of refreshments. We reserve the right to forward on any reasonable costs incurred to the event organisers. |
| One off charge to cover administrative costs | £45.00 |  | This charge covers the administration for the event and incidental costs. This cost will be in ADDITION to the invoice total. This is non- discountable. |
| Charity Discount | Discretionary |  | This is discretionary. If we have your registered charity number on this public duty form, a discount may be applied to the cost of our attendance at your event. |

**By signing this document, I / We have read, understood and agree to the above terms and conditions and to abide by the regulations set out within.**

**Signed: Date:**