



## Event Pro-forma for Harbour Master

**Name of the event:**

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**Organisers name, address & telephone no:**

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**Timetable and programme of events:**

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**Number of anticipated participants:**

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**Authorities consulted:**

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<b>Arrangements for controlling the event:</b>

<b>Navigational constraints proposed:</b>

<b>Emergency arrangements:</b>

<b>Media arrangements:</b>
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**Assistance/support requirements from Teignmouth Harbour Commission:**

**Insurance cover (please provide a summary and evidence of cover):**

**Risk Assessment - please identify risks and hazards that this event might give rise to and the controls or steps that will be taken to minimise or limit those risks**

<b>Hazard</b>	<b>Risk</b>	<b>Action/Control</b>

Dated        day of        200

Signed .....