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| --- |
| This form **must be** completed **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**    If you have any questions, please don’t hesitate to contact Festival and Events Team on 020 8825 6640 or via the Council switchboard: 020 8825 5000  **Out of hours’ emergencies:** 020 8825 5000  **Report a fault:** Issues in parks should be reported via the Council’s webpage: [Problem in a park, cemetery or allotment](https://www.ealing.gov.uk/info/201132/parks_and_open_spaces/2860/problem_in_a_park_cemetery_or_allotment/1) |

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

**Tick as appropriate: Pre-Event Inspection**   **Post-Event Inspection**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**  (Any other concerns you have that do not apply to the above.) | **Perfect condition** | **General Use** | **Minor Damage** | **Heavy Damage** | **Unusable/**  **Dangerous** |
| **Notes:**  **Photos Attached? Y**  / **N** | | | | | |

**I can confirm to the best of my knowledge that the information that I have provided on this form is correct.**

**Name:**  **Date:**

**Signature:**