If you are organising a sleepover it is advisable to carryout your own fire risk assessment for the building including any risks attached to the people attending i.e. age, familiarity and how many? Read the sleepover guidance <https://www.cheshirefire.gov.uk/business-safety> and complete this form. Please include relevant information and forward to the address below.

If the form arrives 14 days prior to the event, we may audit the premises depending on the information we receive from you. This is dependant on risk of fire and timescales.

|  |  |
| --- | --- |
| **Date + Time of the event** | **Event start and finish time** |

|  |  |
| --- | --- |
| **Contact name and telephone number for responsible person who will be on site during the sleepover.**  |  |

|  |  |
| --- | --- |
| **Address of premises**  |  |
| **Details of room(s) where sleepover is taking place and number of people per room.** |  |

|  |  |
| --- | --- |
| **Number of adults/children attending** |  |

|  |
| --- |
| **Are you bringing equipment, does this include fire ignition sources?**i.e. Beds, bedding, cooking stoves, activity equipment |

|  |
| --- |
| **What activities will be taking place, will any of these create a fire risk?** |

|  |
| --- |
| **Please attach a copy of your fire risk assessment and plan of premises for this event?**  |

|  |
| --- |
| **Does the premises have fire protection measures installed i.e Fire alarm, emergency lighting and/or sprinklers?** |

|  |
| --- |
| **Any additional information you can provide:** |