

## Events Diary

Please complete the form below in **block capitals** and return to Kayo Ripplingham, Leisure Services, Civic Offices, Addlestone Surrey T15 2AH or email at [kayo.rippingham@runnymede.gov.uk](mailto:kayo.rippingham@runnymede.gov.uk) :

The red asterisk (\*) denotes a mandatory field. If these are not completed your event will not be published.

If you have more than one event, you will need complete another form. This is so that I have all the correct information for each event and there is no confusion over the various events.

Date of Event *:	
Start and Finish Times of Event *:	
Event Title (or brief description of event) *:	
Name of Organisation/Group *:	
Venue of Event (including address) *:	
Entrance Fee (including any concessions) *:	
Event Organiser's Contact Details (for any enquiries regarding the event) :	Name *: Tel *: Email: Website: