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**London Borough of Enfield**

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Additional Venue form Easter 2023

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**Additional venue form**

* Please read the guidance in full before completing the additional venue form.
* Please type your answers in the boxes provided, expanding as necessary. You should complete all relevant sections. ***Do not delete any sections of the application***.
* We assume that the food offer, nutritional education, enriching activities and physical activities are the same as your main application. If this is not the case please use the additional information box at the end of the form to outline any differences.
* Additional venue applications will be considered and will depend on available funding and the areas in Enfield that do not have HAF programme coverage.

This document should be completed fully and submitted along with the main application form to:   
[haf@enfield.gov.uk](mailto:haf@enfield.gov.uk)**The application deadline is Sunday 12th February 2023 23:59**

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| **Provider details** | **Answer** |
| Name of organisation / provider |  |

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| --- | --- |
| **Contact details** | |
| Provider contact details for enquiries about this application. | |
| Name |  |
| Phone / mobile |  |
| E-mail |  |

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| **3.5 Venue, dates, target numbers and funding** | | |
| 3.5.1 | Full venue address including postcode  This is the address where your Easter Holiday Provision will run from  (List details of **only one** venue here – please use the additional venue form for further venues if necessary)  Is this venue confirmed?  **If you do not have a secured venue, please indicate your plans to secure one and which ward you wish to target)** | Yes ▢ No ▢ |
| 3.5.2 | Please select the date/s you propose operating at this venue  Please select a **maximum** of **4 days**  You can run the Easter programme for a **minimum of 1 day and a maximum of 4 days across the available dates**  For dates outside of these options such as weekends and bank holidays please contact [haf@enfield.gov.uk](mailto:haf@enfield.gov.uk) before applying | Week 1  ▢ Monday 3rd April 2023  ▢ Tuesday 4th April 2023  ▢ Wednesday 5th April 2023  ▢ Thursday 6th April 2023  Week 2  ▢ Tuesday 11th April 2023  ▢ Wednesday 12th April 2023  ▢ Thursday 13th April 2023  ▢ Friday 14th April 2023 |
| 3.5.3 | Please state your opening and closing times (please note you must operate for a minimum of 4 hours a day) e.g. 10:00 – 14:00 |  |
| 3.5.4 | Proposed target age range that your programme will be open to.  The HAF programme covers children currently in Reception – Year 11 (4 – 16 years). | Please select all that apply: -  ▢ 4 – 11-year-olds (primary school)  ▢ 11 – 16-year-olds (secondary school)  ▢ All ages  ▢ Other age range – please specify |
| 3.5.5 | Number of places you are applying for **per day** for HAF eligible children? | Number of primary places per day:  Number of secondary places per day:  Total number of places per day: |
| 3.5.6 | Do you propose offering any of the following at this venue? | ▢ Free places (not including HAF funded places)  ▢ Paid for places (families pay the full fee to attend)  ▢ Subsidised places (families pay part of the fees with the rest being paid by another source) |
| 3.5.7 | **TOTAL** amount of HAF funding requested (maximum of 4 days)  This should be calculated and entered in the following way:  Number of places per day x number of days x daily funding rate (maximum of **£28** or **£23** if requesting the centralised food offer) = total funding requested  E.g., 35 children per day x 4 days x £28 = £3,920  \*Please contact us at [haf@enfield.gov.uk](mailto:haf@enfield.gov.uk) if your programme is exclusively for children and young people with SEND |  |
| 3.5.8 | Number of places available for children with Special Educational Needs and Disabilities (SEND) - this number should be part of the proposed number per day stated in 3.5.5 |  |

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| Additional information |
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| **Declaration** | |
| **Declaration to be signed by the applicant** | |
| I confirm that, to the best of my knowledge, the information given in this document (and any supporting information) is correct. I understand that Enfield Council will use the information to assess my service in order to deliver an Easter 2023 HAF programme and that I agree to use the central booking system if requested. | |
| **Signed (applicant)** |  |
| **Date** |  |
| **Email Address** |  |
| **Phone number** |  |