

Booking Form

Wing Village Summer Fest Extravaganza

Sunday 26th August 11am to 4pm
Wing Village, Nr Oakham, Rutland, LE15

Reply to:
Sarah O'Boyle

Tel: 01572 737128
Email: banjocrafts@gmail.com

1. CONFIRMATION: I/we will/will not* attend (*delete as appropriate).

Name _____

Organisation _____

Address _____

Postcode _____

Telephone _____

Email _____

The above named person will be the main contact for this booking.

2. STALL – (Please state if you would like A SPECIFIC area for your table)

Stall Holder	Quantity	Cost
<input type="checkbox"/> Individual Price £15 + donation to raffle		£
<input type="checkbox"/>		£

3. PAYMENT OPTIONS

Return this booking form with either, a cheque payable to 'Wing Community Centre'

Or

Return cash payments to Sarah O'Boyle

Or

Bank Details: Wing Village Hall
Sort Code: 01-06-34
Acc Number: 45407738

Terms and Conditions: This booking form constitutes a legally binding agreement. Payment must be received in full prior to 1st August 2018. Confirmation of booking will be issued after payment is received. Cancellations received before 10th August 2018 will receive a refund minus an administration charge of £5.00. We regret that no refunds are available after this time. If you are unable to attend, we encourage you to please notify us.

Goods to be sold				
Public Liability Insurance		Level of cover		
		Expiry Date		
Registered as a food business		If yes, which authority		

Declaration and Undertaking

I have received and read the Terms and Conditions for Stallholders, and agree to abide by them. In signing this registration form, I agree to indemnify Wing Community Centre against any claims, payments, costs or losses resulting from any failure on my/our part to comply with the said Terms and Conditions.

Signed:.....

Business Name:

Date:

Terms and Conditions

1. The Stall Holder must comply with all health and safety and fire legislation in force at the time of the event along with any regulations and guidance from Wing Community Centre.
2. The Stall Holder must take every possible step to secure public safety and report full details of any accidents involving personal injury or damage to property in writing to Wing Community Centre as soon as practicable.
3. Where requested in writing the Stall Holder shall have in place insurance against third party and public liability risks in the sum of not less than £5 million.
4. The Stall Holder must obtain and have available all licences, permissions related to the Stall Holder’s activity. Stall Holders offering food and drink to the public, must comply with the relevant sections of all statutory requirements including without limitation the Food Safety Act 1990 (amended), General Food Safety Regulation 2004 and the Food Hygiene Regulations 2006, and be registered as a food business with the relevant local authority.
5. The Stall Holder shall ensure that the stall is open and staffed during the event hours notified at the time of application.
6. The Stall Holder must observe all Acts of Parliament and all regulations and byelaws of the local authority and other official bodies relating the sale of goods and trading.

- 7. The Stall Holder shall be solely responsible for the safety and security of all property of its visitors, agents or servants or others in and about the event.**
- 8. The Stall Holder shall keep the stall in a clean and tidy state and remove all rubbish debris, waste and equipment from the event and location at the end of the event.**
- 9. The Stall Holder shall be responsible at all times for the safety and security of any items belonging to the Stall Holder and brought to the event. Wing Community Centre shall not in any circumstances be liable for any loss or damage to any such items howsoever arising.**
- 10. The Stall Holder shall remain responsible throughout the period of their use for any furniture or equipment supplied by Wing Community Centre. Furniture or equipment must not be removed from the event.**
- 11. The Stall Holder must not do or permit to be done anything which may be an annoyance or nuisance to the public, other Stall Holders or occupiers of neighbouring properties or which may be detrimental to the efficient operation of the event.**
- 12. No music or other audio visual aid shall be used by the Stall Holder that may inconvenience other Stall Holders, the public or occupiers of neighbouring properties.**
- 13. No photographs, social media posts or other publications of the event should be take or published without the express permission of the individual(s) concerned and Wing Community Centre event organisers. Official photographs will be taken during the day and made available to all Stall Holders after the event for their own marketing purposes.**
- 14. All Stall Holders agree to comply with the General Data Protection Regulations 2018 in relation to use and retention of data collected at the event.**
- 15. The Stall Holder shall indemnify Wing Community Centre against all and any claims and demands for injury loss or damage to persons or property howsoever arising out of or in connection with the Stall Holder's occupation and use of the stall.**
- 16. Access to the event will be as agreed between Wing Community Centre and the Stall Holder at least 24 hours prior to the event but it is anticipated that access will be granted for set-up and break down from 8.00 am until 6.00 pm on the day of the event. All Stall Holders will be expected to have cleared the site by 6.00 pm on the day of the event.**
- 17. The Stall Holder shall pay to Wing Community Centre the stall fee agreed, in cleared funds by not later than 1st August 2018. Raffle prize donations will be collected on the day of the event.**
- 18. The stall fee will not be refunded should the Stall Holder fail to attend the event.**
- 19. The Stall Holder must set up any equipment strictly in accordance with an agreed position designated by the Wing Community Centre event organisers.**

20. **Wing Community Centre shall not be held liable to the Stall Holder for any damage, loss or inconvenience incurred as a result of the event at which the Stall Holder is due to trade for any reason whatsoever being cancelled or abandoned.**