

# Rowlands Castle Village Fair Booking Form

## Saturday 7 July 2018

Please complete all shaded sections of this form fully

<b>Contact Name:</b>	.....
<b>Contact Address:</b>	..... ..... .....
<b>Tel No:</b>	.....
<b>Mobile No:</b>	.....
<b>Email Address:</b>	.....

<b>Name of Organisation/Craft Stall:</b>	.....
<b>Description of Intended Use:</b> (This must be sufficient for us to risk assess your stall)	..... .....
<p>If you are proposing to sell or otherwise provide food stuffs of any kind, please see overleaf.  <b>Please Note: We cannot guarantee exclusivity of activity or product to any stall holder</b></p>	

<b>Preferred pitch location</b> (delete as appropriate):	<b>The Green / Marquee</b>
<b>Preferred pitch location request:</b> (Preferred location cannot be guaranteed)	.....
<b>Will you be using a gazebo?</b> Max size 3m x 3m (delete as appropriate):	<b>YES / NO</b>
<b>Please Note: Electricity is NOT supplied with your pitch</b>	

<u><b>COSTS:</b></u>	<u><b>QUANTITY:</b></u>	<u><b>TOTAL £:</b></u>
Pitch inside Marquee - £35 incl one table	.....	.....
Pitch on The Green - £30 incl one table	.....	.....
Cost of additional table (one per pitch) - £8	.....	.....
Charity/Local Not-for Profit Organisations deduct £5 from total	.....	.....
<b>Total Fee:</b>		<b>£</b> .....
<b><u>PAYMENT METHODS:</u></b>		
<b>Bank Transfer:</b> Please make payments to <i>Rowlands Castle Village Fair</i> , including your organisation/company name as Reference, Account No: <b>00280483</b> and Sort Code <b>30-93-97</b>		
OR		
<b>Cheque:</b> Please make cheques payable to <i>Rowlands Castle Village Fair</i>		
<b><u>CONFIRMATION OF BOOKING &amp; CANCELLATION:</u></b>		
Bookings will be confirmed by email (if provided) or in writing (if an SAE is enclosed)		
No refunds will be issued if the Fair is cancelled for any reason beyond our control		

Please turn over – all shaded sections must be completed

*Many thanks for supporting the Rowlands Castle Village Fair*

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### INSURANCE

It is important for your protection and the protection of others that the activities and services offered at the Village Fair are adequately insured. Our insurers insist that we establish that anyone trading at the Village Fair has adequate insurance. It is for this reason that we require evidence of insurance with your booking.

We do acknowledge that for some stallholders the Rowlands Castle Village Fair is the only event at which they trade and we are grateful for your contribution.

If you have any questions about insurance, contact Ian Oliver on [ian.oliver@georgeide.co.uk](mailto:ian.oliver@georgeide.co.uk) or Tel 07850 644908.

#### All stallholders MUST complete the following section:

(Delete as applicable)

**I have Public Liability insurance** **YES / NO**

**I have enclosed a copy of my current Public Liability Insurance Certificate** **YES / NO**

Some activities, by their very nature, are high risk. If you do not have Public Liability Insurance, we will review your application in the light of the risk presented by your proposed activity, and the extent of our own insurance, and will contact you further in due course. Our insurance is unlikely to cover professional traders or the sale of food.

#### Important reminder for stallholders selling or providing foodstuffs of any description:

New laws came into force in December 2014 which mean all providers of foodstuffs have to declare a list of common allergens found in their products. Stallholders MUST provide this information on packaging or on clearly displayed signs. The 14 allergens are:

**Celery** and celeriac, including celery salt. **Cereals containing gluten**, eg wheat, barley, oats. **Crustaceans** such as crab and lobster. **Eggs**. **Fish**. **Lupin** seeds and flour. **Milk**. **Molluscs** eg mussels, land snails, squid and whelks. **Mustard** – liquid, powder and seeds. **Nuts** including nut oil – almonds, hazelnuts, walnuts, cashews, pecans, Brazil, pistachio, macadamia or Queensland. **Peanuts** including groundnut oil and peanut flour. **Sesame** seeds. **Soya**. **Sulphur Dioxide** – a preservative often found in dried fruit, meat products, soft drinks, vegetables, wine and beer.

For further information, see the Food Standards Agency: [www.food.gov.uk](http://www.food.gov.uk)

#### ADVERTISING and/or FURTHER SUPPORT for the Fair:

(Delete as applicable)

Would you like to advertise in the Village Fair Magazine? **YES / NO**

Would you be prepared to provide raffle prize(s)? **YES / NO**

Do you have anything else to contribute to the Fair to help promote your business? **YES / NO**

**Once completed, please send your Booking Form (and payment if by cheque) to:**

*Adrian Wilcox c/o A W Motors Ltd, 41 Aston Road, Waterlooville PO7 7XG*

For VFC use only:	Date Form Received:	Insurance compliant?	Payment Sum & Method: