

# Rowlands Castle Village Fair Booking Form

## Saturday 6th July 2024

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> <i>(This must be sufficient for us to risk assess your stall)</i>	.....
	.....
	.....
<i>If you are proposing to sell or otherwise provide foodstuff of any kind, please see overleaf. Please note: We cannot guarantee exclusivity of activity or product to any stallholder.</i>	

<u>COSTS</u>	<u>QUANTITY</u>	<u>TOTAL £</u>
Pitch on The Green £45.00	.....	.....
Cost of a table £8	.....	.....
Cost of a chair £2.50	.....	.....
If you are a Charity /local non -profit organization stall cost will be reduced by £10.00		
<b>TOTAL FEE</b>		<b>£ .....</b>
 <b><u>PAYMENT METHODS</u></b>		
<b><i>BANK TRANSFER:</i></b> Please make payments to Rowlands Castle Village Fair, including your organisation/company name as the reference. Account no: 00280483 Sort code: 30-93-97		
<b>OR</b>		
<b><i>CHEQUE:</i></b> Please make cheques payable to Rowlands Castle Village Fair		
 <b><u>CONFIRMATION OF BOOKING &amp; CANCELLATION TERMS</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 MUST be completed**

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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/renting a stall at the Village Fair has adequate Public Liability Insurance. It is for this reason that we require evidence of your insurance with your booking. We do acknowledge that, for some stallholders, the Rowlands Castle Village Fair is the only event they attend and we are grateful for your contribution.

If you have any questions about insurance, contact Adrian Wilcox by email [adrian@awmotor.co.uk](mailto:adrian@awmotor.co.uk) or telephone +44 7803 199055.

### ALL STALLHOLDERS MUST COMPLETE THE FOLLOWING SECTION

I have Public Liability Insurance and enclose a copy of my current Public Liability Certificate *(please tick the box to confirm)*

If you do not have Public Liability Insurance, please contact Ian Oliver by email [adrian@awmotor.co.uk](mailto:adrian@awmotor.co.uk) or telephone +44 7803 199055.

### Important reminder for stallholders selling/providing foodstuffs of any description

Current legislation means 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)**

If you agree to the Terms & Conditions set out in this form, please tick here:

Signature: ..... Date: .....

### ADVERTISING AND/OR FURTHER SUPPORT FOR THE FAIR

*(Delete as applicable)*

Would you like to advertise in the RC 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 RC Village Fair to help promote your business	YES / NO

**Once completed, please send your completed Book Form (and payment if paying by cheque) to:  
Adrian Wilcox 26 College Close, Rowlands Castle, PO9 6AJ**

For RCVF use only	Date form received?	Insurance compliant?	Payment sum & method
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