

Rotary Spring Fair Stallholder Booking Form



Date of Fair: Monday 1st May 2017

Risk Assessments and Insurances are required by Rugby Borough Council a month prior to the event.

Last Date for submission of all documents: **1st April 2017**

For more information please contact Tony Meeson 01788 576258 or email tony.meeson704@hotmail.co.uk

Your Details:

Name of Organisation:.....

Name of Contact:.....

Address:.....

Email:.....

Telephone:.....

No. of Stalls/Displays required:.....

Type of Stall/Activity:.....

No. of helpers 2 (any additional helpers charged @ £3.00 each)

Any special information:.....

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Terms & Conditions:

1. The Rotary Clubs will not bear any responsibility for any claims arising from any activity relating to your organisation's attendance at the Spring Fair.
2. All stallholders must provide their own risk assessments and submit them by the 1st April 2017
3. Stallholders are required to have third party liability insurance in the amount of £5 million as requested by the Council, it may be possible to obtain cover from Rotary for an additional cost of £10 per stall subject to our insurers agreement.
4. Any tents used must have secure guy ropes, which are clearly marked to avoid anyone tripping over them. Any generators used must have secure guards to protect the public from any hot or working parts.
5. Stallholders must supply their own tables, chairs etc for their use and remove all their own rubbish.
6. Static pitches are nominal area 5m wide x 4m deep. We cannot guarantee any special location or requirements.
7. Please note there is no water or electricity supply available on the Recreation Ground.
8. Access to the field will be from 8.30am until 11.00am for setting up. Space for 1 car to park by your stall, other vehicles to be removed by 11.15am.
9. Please Note:- Vehicle SPEED LIMIT on the field is 4 mph. ie (Walking Pace).
10. Gates open to the public at 11.30am and close at 5pm (for safety reasons cars and other transport cannot be moved or leave/re-enter the ground until the Fair closes, unless agreed with Rotary Stewards)

Please sign this form and return it with the Risk Assessment and Insurance details before Saturday the 1st April 2017 with your cheque for £15 per standard Charity stall, £20 per standard Small Traders stall, £60 per Large Traders/Shops/Business to confirm your booking.

Payment by Bank Transfer to:-Rotary Spring Fair. Sort Code 207348, Account Number 33728579

I have read and understand the Conditions set out above:

Signature

Forms and cheques payable to 'Rotary Spring Fair' to be sent to:
Tony Meeson, 20 Fisher Avenue,
Hillmorton, Rugby, CV22 5HN

This information is confidential for use by Spring Fair Committee ONLY and will not be shared with any third party.