

Stanmore Village Fete – Sunday 14 July 2019 (10am to 4pm)

Booking Form

Contact Information	
Contact Name	
Organisation Name	
Address	
Contact Email Address	
Contact Telephone No	
Stall/Pitch (commodity) Information	
Name of Stall	
Description of commodity	
Please attach/send a photo of your stall/products	This photo may be used on our publicity material and website to promote your product and the event - max size 50MB. File types are "jpg, pdf" (240dpi minimum for printing.)
Website / Facebook	Please enter URL / page
Commercial & Business STALLHOLDERS need public liability insurance - please provide details of this (Certificate/ verification letter showing: Policy Number, Expiry Date & Level of cover.	
Commercial Food Stalls/Vans need to provide evidence of compliance with current Health and Safety and hygiene requirements.	
Stallholders selling or otherwise offering alcoholic beverage for sale need to obtain a TENS (Temporary Event Notice) from Harrow Council. Please provide a copy of this form.	
<i>Pitches are approximately: 10ft x 10ft or 3m x 3m – No tables, gazebos or electricity are provided.</i>	

Food & Beverage Van

£35.00

Commercial Stall

£25.00

Charity / Communal

£15.00

Charity / Communal (info stall)

£5.00

If you would like to provide an activity/service that is not included, please contact us to discuss further.

Spaces cannot be confirmed until booking form and payment have been received.

Payment can be made by BACS or Cheque

BACS : Sort Code : 77-91-55, Account No: 03808066

Cheques made payable to The Stanmore Society (Please see contact details at the top of the page).

Data Privacy: Data from the booking form is collected and held by the Stanmore Village Fete Committee for the administration of the annual Stanmore Village Fete and other events and the production of leaflets used during this year's Fete. Stall data, including personal data, will be retained to assist with future Fete planning.

A few things you should know!

Help things run smoothly by reading this carefully.

We **cannot** predict attendance but will publicise in the local media and online and take all reasonable steps to ensure the highest possible attendance at the event

- Unfortunately, we **cannot** refund pitch fees for any reason including bad weather.
- Set up is from 8am on the day and you need to be ready for the fete opening at 10am.
- You may bring your vehicle onto the Recreation Ground for setup however it needs to be moved off site before 9.30am (***unless specifically needed to run your stall – this must be agreed beforehand***).
- The Fete finishes at 4pm and we respectfully ask all stall holders to have their pitches open for business until 4pm. No vehicles can be allowed onto the site before 4.15pm for safety reasons.

Health & Safety

- Stanmore Village Fete takes place on Stanmore Rec. The ground is not level and can be damp and slippery. Stall holders should have their own risk assessment.
- We cannot be held responsible or accountable for any loss, damage, injury or theft sustained in the grounds of Stanmore Recreation Ground on Sunday 14th July 2019.
- We love Dogs but we must ask for them to be kept on a lead at all times and owners must please clean up after their dogs.
- **Stallholders** please ensure your pitches are left clean and litter free at the end of the day; and all rubbish is taken away or placed by a rubbish bin in tied sacks.
- There will be first aid on site.

Thank you and we look forward to seeing you there – any queries please contact
enquiries@stanmorefete.co.uk