

Whitchurch Party in the Park – Sat 3rd June 2017

Stall Booking Form

Whitchurch Party in the Park is taking place on **Saturday 3rd June 2017** in the Jubilee Park, Whitchurch. The Party will be open to the public from 1pm-7pm, with stalls being available for preparation from 10.30am. You will need to remove your vehicle from the Park by 12.30am latest.

Trading Name: _____

Contact Name: _____

Telephone no: _____

E-mail address: _____

Please provide outline details of the items you wish to sell or promote:

Please type text here [right click and press 'add text'] ...

Please confirm you will be bringing your own gazebo?

If you do not have a gazebo and wish to borrow one please indicate here

(We only have limited supplies and will operate a first come, first served basis)

(If you are borrowing a gazebo, please note you will need to erect it yourself, help will be available, but it will be a very busy morning)

Please indicate below how many tables you require:

Single (6ft x 3ft): Double (2 x single):

(The tables are the Friday market wooden trestle tables - you will need to bring a covering cloth)

Please tick if you would like use of the electricity available

If you need to keep your vehicle on site, ie it is part of your stall, please indicate here and state how much space you require

Food Traders and Vendors – please note we now have to collect the following extra information from you and supply to the local authority to demonstrate you are a registered food business:

Food Hygiene Rating: Date last inspected:

Local Authority Food Business Registered With:

By signing below I confirm I have read and will comply with Whitchurch Party in the Parks Policies for Traders below and have completed all the required information on the form.

Signature _____

Date:

Policies for Traders

If you need clarification of any of the following, please contact us before sending your form:

1. Goods should not be subject to licensing restrictions, i.e. no alcohol, drugs or tobacco may be sold, without prior consent.
2. Stalls must respect other faiths, cultures and beliefs as no form of discrimination will be tolerated.
3. All vehicles must leave the Park by 11.30am unless you have prior agreement from the Party organising group.
4. Whitchurch Party in the Park cannot offer free parking for stall holders – free parking in Whitchurch is available in Park Avenue, up by the Swimming Pool and behind the Civic Centre. There are paid car parks throughout the town, the cheapest all day car park is at the top of Newtown, overlooking the Park.
5. The Party organisers would prefer that stall holders do not bring their dogs, the only exception being working Guide Dogs.
6. Stall holders will be expected to have their own Public Liability Insurance and be able to produce this on the day if requested.
7. Food stall holders, whether trading or vending on the day, will have a current Food Hygiene rating and a certificate from a local authority they are registered with. Please bring the rating certificate with you on the day.
8. The Party organisers accept no responsibility/liability for stall-holders' goods and/or possessions. Please be aware you will be taking part in Whitchurch Party in the Park at your own risk.
9. If borrowed gazebo's and/or tables get damaged, you may be liable to pay for replacements.
10. Payment for stalls **MUST** be made before the event, please contact the organising team if you have a problem paying before the event.