

Application and Booking Form for Wokingham May Fayre 2010

Name _____

Address _____

Postcode _____ Organisation _____

E-Mail address _____

Telephone number _____ Mobile number _____

Application type All prices are for one 3m x 3m pitch	Standard Pitch 3m x 3m	Market trader stall (Market Place Only)
Trade (non-food)	£70	£80
Registered charity (no)	£30	£40
Local Fund Raising	£40	£50
Trade food	£70 per pitch with application which is non refundable and further 15% of take on the day	

Please describe the exact nature/display of your stall.....
.....

Please indicate your preferred location (note these cannot be guaranteed)

Denmark Street

Elms field (with the Country Fair)

Please tick box if you are a Wokingham based fundraising organisation and you would like to be included under the Lions 3rd party Insurance Policy. The cost is £10, please include in your payment.

Please indicate here whether you intend to sell alcohol at the May Fayre OR to give alcohol as part of a prize or promotion

Please indicate whether you intend to bring your own power generator

Please indicate if you would like this application acknowledged by post and have enclosed a second stamped self addressed envelope

Signed _____ Date _____

Print Name _____

In signing you are agreeing that you have read, understood and accept the attached Terms and Conditions of Booking. Please send your completed booking form and application to the contact address at the front of the attached letter together with your correct payment and 1 or 2 stamped self addressed envelope(s). Please make cheques payable to The Lions Club of Wokingham. In the event your application is unsuccessful your payment will be returned. *Please note your application will not be processed unless signed and accompanied with the correct fee.*

Terms and Conditions of Booking

The 'Organiser' of the Wokingam May Fayre is The Lions Club of Wokingham. The 'Event Day' is Monday 3rd May 2010 from 10.00 to 17.00. The 'Stallholder' is the individual and/or the Organisation named on the Application and Booking Form.

1.General

- 1.1 All stalls are allocated on a first come basis and the decision of the Organiser in all matters is final.
- 1.2 All application forms should be sent completed and signed to the contact address at the top of the attached letter together with your full payment. Cheques or Postal Orders should be forwarded and made payable to The Lions Club of Wokingham.

2 Stallholders Responsibility

- 2.1 It is the responsibility of the Stallholder to provide all tents; tables; chairs or other furniture as may be required for the May Fayre unless a covered market stall has been confirmed by the Organiser in which case a standard market table and canopy only will be provided.
- 2.2 For safety reasons all Stallholders must ensure that their stalls are set up by the advertised starting time and are not cleared away until the advertised finish time. During the event day no vehicular movement, into, out of, or within the fayre areas will be allowed between the start and finish times.
- 2.3 All Stallholders are responsible for clearing away and removing all rubbish generated by their stall and in the surrounding vicinity of their stall.
- 2.4 Any damage whatsoever and howsoever caused by the Stallholder on the Event Day must be rectified by the Stallholder at the Stallholders sole cost.
- 2.5 The Stallholder may not assign their allocated stall to another trader or organisation unless agreed by the Organiser in advance.
- 2.6 It is the responsibility of the Stallholder and implicit to this agreement that all Licences and Permits required by the Stallholder in order to operate their stall on the Event Day are obtained prior to the May Fayre event. Copies of the relevant Licences and Permits should be available for inspection on the Event Day.
Please note it is an offence to sell, or donate as a prize, alcohol to anyone under the age of 18.
- 2.7 All Stallholders (with the exception of those covered by the Wokingham Lions Policy) must have appropriate Public Liability insurance covering their activity on the day. A copy of your insurance certificate should be available for inspection on the Event Day or we may have no alternative than to ask you to leave the Fayre.
- 2.8 All Stallholders should undertake a risk assessment of their own stall to identify and minimise risks and should be in full compliance of current Health and Safety legislation. A copy of your risk assessment must be available for inspection on the day.
- 2.9 The Stallholders agree that their names, addresses and booking details will be held on file for the purpose of administering the Wokingham May Fayre and Wokingham Winter Carnival.

3 Cancellation of Booking

- 3.1 Cancellations will only be accepted in writing. If cancellations are made at least one month prior to the Event Day then 50% of the stall fee will be returned; if cancellations are made less than one month prior to the Event Day regrettably no refunds will be made.

4 Governing Law

This agreement shall be governed by and construed in accordance with the laws of England and Wales.