



Wokingham Lions Club



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Wokingham May Fayre Friday, 8th May 2020 Application Form

This year's event coincides with the 75th anniversary of VE Day, and will contain some entertainment and ceremonial activities to mark this. We are hoping that some stallholders will style their presentations on a 1940's/wartime theme, and prizes will be awarded to those that make the greatest effort.

Name:

Organisation:

Address:

E-Mail address:

Telephone number:

Mobile number:

Notes:

- Prices are for a 3m x 3m pitch.** If more space is required multiple pitches can be ordered, or we can negotiate for larger spaces
- Trade/Commercial stalls must also pay a commission of 15% of turnover on the day
- Local craft stallholders must have an address within Wokingham Borough
- Registered Charities must give their Registration Number:
- The fee must be paid with the application. (*See clause 4 of the Terms and Conditions*)

Application Type

- Trade/Commercial (£90)
- Local Craft (£45)
- Registered Charity (£35)

6. Applications received after 1st April 2020 will incur an additional £5 Late Application Fee

Please describe the exact nature of your stall:

The layout of the event will be different to previous years because Elms Field has been re-designed and is now fully open. If you have a preferred location please let us know. We will do our best but please note that we may not be able to fulfil your request, even if you usually have the same spot every year

Do you intend to sell alcohol or to give alcohol as a prize or promotion?

Do you intend to bring a generator or any noisy mechanical equipment? *See clause 1.5 of the Terms and Conditions*

Will your stall be subject to clause 2.9 of the Terms and Conditions?

If so, have you attached a copy of your Public Liability Insurance cover and your risk assessment.? If not, please explain why:

Where did you hear about the event?

Applications will not be accepted until payment has been received in full. Please tick the means of payment (listed in order of preference):

1. Bank transfer to Wokingham Lions Club, account 40-47-09, 81292706. Please use the reference "MF *Your_Name*"
2. PayPal, debit or credit card through our website, <http://wokinghamlions.org.uk/may-fayre-2020/>
3. Cheque (made out to 'Wokingham Lions Club') or cash to the address below

Application submission date:

By submitting this application you are agreeing that you have read, understood and accept the Terms and Conditions.

Please email this application to mayfayre@wokinghamlions.org.uk or post it to
Paul Baily, 17 Lowther Road, Wokingham, RG41 1JB.

Wokingham May Fayre

Terms and Conditions

Definitions

The 'Organiser' is Wokingham Lions Club CIO. The 'Event' is the Wokingham May Fayre 2020 and the 'Event Day' is Friday 8th May 2020. 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. The Organiser reserves the right to decline any application deemed unsuitable for any reason.
- 1.3. **ALL SALE/RIDE PRICES MUST BE CLEARLY DISPLAYED AND CANNOT BE INCREASED DURING THE DAY**
- 1.4. **ANY RULES OR REGULATIONS FOR YOUR EVENT INCLUDING HEALTH & SAFETY REGULATIONS MUST BE CLEARLY DISPLAYED THROUGHOUT THE DAY**
- 1.5. *Any generators or mechanical equipment must be declared in advance and must be reasonably quiet. We reserve the right to bar anything that we consider to be excessively noisy*

2. Stallholder's Responsibility

- 2.1. It is the responsibility of the Stallholder to provide all gazebos, tables, chairs or other furniture they require.
- 2.2. There will be a water standpipe on Elms Field and another outside the Town Hall, but there is no electricity supply.
- 2.3. 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 designated areas will be allowed from 9.30am until the time authorised by the health and safety officer (approximately 5.30pm).
- 2.4. All Stallholders are responsible for clearing away and removing all rubbish generated by their stall and in the surrounding vicinity of their stall. We urge everyone to think about recycling.
- 2.5. Any damage whatsoever and howsoever caused by the Stallholder on the Event Day must be rectified by the Stallholder at the Stallholders own cost.
- 2.6. The Stallholder may not assign their allocated stall to another trader or organisation unless agreed by the Organiser in advance.
- 2.7. It is the responsibility of the Stallholder that all Licences, Permits and/or Hygiene Certificates required by the Stallholder in order to operate their stall are obtained prior to the Event Day. Copies of the relevant Licences, Permits and/or Certificates should be available for inspection at the Event.
- 2.8. ***Please note it is an offence to sell, or donate as a prize, alcohol to anyone under the age of 18.***
- 2.9. If your stall involves heating, lighting, any type of machinery (including generators), food, animals or inflammable materials, or activities where there is a possibility of risk of injury to members of the public, you should forward your Public Liability Insurance

cover and your risk assessment with your application. If the insurance policy expires before the Event Day then you must send an updated copy to us before the Event Day.

2.10. All Stallholders must have appropriate Public Liability insurance covering their activity on the Event Day. A copy of the insurance certificate should be available for inspection at the Event.

2.11. All Stallholders should undertake a risk assessment to identify and minimise risks and should be in full compliance with current Health and Safety legislation. A copy of your risk assessment should be available for inspection at the Event. If you do not have a risk assessment a pro forma is available as part of our Health & Safety policy available here: <http://wokinghamlions.org.uk/may-fayre-2020/>

3. Data Protection

a) The Stallholder agrees that their details may be held on file for the purpose of administering this Event and future events. For more information please read our Data Privacy Notice at <http://wokinghamlions.org.uk/data-privacy-notice/>

4. Payment

4.1. Applications will not be processed until the Booking Fee plus any Late Application Fee are paid in full. The means of payment are listed in the Application Form.

4.2. Cancellations will only be accepted by email or in writing.

a) If the Organiser declines the application then the fee will be refunded in full

b) If the Stallholder cancels at least one month prior to the Event Day then 50% of the fee will be returned

c) If the Stallholder cancels less than one month prior to the Event Day regrettably no refunds will be made.

5. Governing Law

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