

# CHARITY STALLS BOOKING FORM



Saturday 16<sup>th</sup> June 2012 10am to 5pm  
Sunday 17<sup>th</sup> June 2012 10am to 5pm

**PLEASE COMPLETE THE FOLLOWING APPLICATION FORM AND SEND TOGETHER WITH YOUR CHEQUE TO:**

Saltash Town Regatta (Bookings)  
10 Tamar Terrace  
Saltash PL12 4EW  
01752 842405  
dcatrall@tiscali.co.uk

Please make cheques payable to Saltash Town Regatta

Name.....

Charity name .....

Address.....

.....Post code.....

Tel (inc code)..... Mobile:.....

Email..... Website.....

Type of products on stand.....

Special requirements.....

**Costs:**

Stand/Stall Fee **£10.00** per day or **£15.00** if for booking both days **Payment should be sent with booking form.** These prices are for a total space of 3m x 3m (standard gazebo size). If you would like a larger space please telephone for prices. Please note these spaces are on a hard standing area and NOT grass.

**Please indicate below dates required**

**Saturday 16<sup>th</sup> June**       **Sunday 17<sup>th</sup> June**

I enclose a cheque for £.....

Please make cheques payable to Saltash Town Regatta and send to:

I have read the terms and conditions attached to this form and I understand that I am responsible for my own insurance at the Regatta.

Signed.....Dated.....

For office use only - Payment received

£..... Date.....

## **Saltash Regatta - Terms and Conditions**

### **Applications**

1. All applications must be made on the current Saltash Regatta Booking Form. If an application has been made and approved by telephone, this must then be registered on the booking form overleaf.
2. Stand/stall charges must be paid in advance to Saltash Regatta and are non-refundable. Cheques should be made payable to **Saltash Regatta**. Any cheques returned unpaid (refer to drawer) will incur a minimum £25.00 charge for administration.
3. If you do not receive an acknowledgement of payment/receipt within ten working days then contact us.
4. Under no circumstances can a stand/stall be sublet
5. If you are disabled please indicate any operational requirements on your booking form and confirm these with Saltash Regatta before attending the event.

### **Cancellations**

6. Failure to attend an event without prior cancellation or bona fide explanation within 48 hours of the event may result in cancellation of all future bookings with Saltash Regatta.
7. Cancellations must be made in writing, telephone cancellations must be followed up in writing.
8. All deposits are non-refundable. Refunds will only be made under certain conditions with the approval of the Saltash Regatta Committee.
9. If the event has to be cancelled, interrupted or curtailed due to circumstances beyond Saltash Regatta's control, we will not be liable to make good any loss incurred by any party booked on the Regatta.

### **Trading Terms**

10. Traders must attend on all booked days of the Regatta. Failure to do so may result in your stand being removed from the event and cancellations of future bookings.
11. Positioning of the stands is at the discretion of Saltash Regatta. The final allocation is designed for the overall benefit of the Regatta and is final.
12. **The total dimensions of your space is 3m X 3m this is your total area for your work/display/demonstration. Any additional display items must be positioned within this stand area and must not obstruct your own access or pedestrian walkways.**
13. All traders must unload and remove their vehicles by **09.00 am** Vehicles must be removed as soon as unloading has finished and before your display is set up. Vehicles must not be parked on the pavement.
14. Stands/stalls are reserved until **09.45 am** after which time the stand/stall may be reallocated or removed.
15. Traders must attend for the full operating time of the event. No stand shall be vacated prior to the closure of the event. Do not disrupt the event by packing up before the official closing time. Traders must vacate their stand within thirty minutes of the end of trading.
16. All traders must comply with all current and future legislation, notices, orders, discretions, bylaws and all others of Government & Local Authorities or Agents or any other bodies having statutory powers and shall comply with the conditions, restrictions and directions lawfully imposed by any public authority having statutory powers.
17. Traders must comply with all reasonable directions of Saltash Regatta Committee for the management and control of Saltash Regatta.

### **Stands and Displays**

18. Traders must display their business name and address and provide details of where your goods or produce were produced. These signs must be of a high standard.
19. Use of flammable, explosive or otherwise dangerous materials is strictly prohibited at Saltash Regatta.
20. Fixing to street furniture, the stall or canopies of any display material or goods in such a way as to cause permanent damage or marks is strictly prohibited.
21. Please ensure your area is kept clean and tidy during the event and your area is left clean with all debris removed or disposed of in a suitable way at the end of the event.

### **Cooking Food at the Regatta**

22. Traders cooking food on site must provide a clean, non slip floor covering under the cooking and surrounding area to protect the surface area.
23. Traders using cooking equipment must provide a suitable means of extinguishing a fire.
24. Traders must wear appropriate clothing for the preparation and serving of food
25. Traders must supply a means of cleaning cooking utensils and personal hygiene.

### **Electricity**

26. Electricity is not generally available at the event.
27. All mobile food concessions must have their own source of electricity.
28. Traders must comply with The Electricity at Work Act 1989 and supply to the Regatta in advance a PAT certificate for all electrical equipment to be used. We will not permit the use of any un-certificated electrical equipment. It is the trader's responsibility to make sure their equipment is certificated and tested annually.
29. The traders will be liable for any loss, damages occasioned to the site, equipment therein, or injury to other persons as a result of their negligence.
30. Saltash Regatta cannot be responsible for the well being of stock or persons while travelling or during the event. ALL traders MUST carry their own insurance for Public Liability and are also advised to cover the wellbeing of themselves employees and stock during the event.
31. Saltash Regatta reserve the right to substitute, waive or change without notice any details of the event, booking conditions or procedures.
32. Failure to comply with any of the above conditions may result in future cancellations of bookings.
33. Smoking is not permitted on the stand/stall or within the immediate vicinity.

**NB Sale of Alcohol is not permitted. Saltash Regatta do not hold a license to do so.  
Should this change we will inform the traders concerned**

## Traders Health & Safety Risk Assessment

Exhibitor/Trade name .....

Person assessing risk .....

Date assessment undertaken: .....

Signature of assessor: .....

Please consider what hazards/risks will exist on your site and complete the following.

Hazard/Risks	
* Liquid Petroleum on site Yes/No	
* Generator on site Yes/No	
Other hazard/risks:	

\* Must be answered

Please record what action you will take to reduce any risk to yourselves and others.  
If you have any difficulties with this form, please telephone  
Diane Cattrall 01752 842405 or email: [dcattrall@tiscali.co.uk](mailto:dcattrall@tiscali.co.uk),