

Event Stall Booking Form



Event	Worrall Festival
Date	10 th September 2022
Contact Name	
Trading Name (if applicable)	
Contact Address	
Telephone Number	
Email Address	
Website or Facebook Address	
Name of Charity you are fundraising for (if applicable)	
Description of products on sale*	

***NOTE ON PRODUCT SALES: Please be clear on ALL the type of items you are selling.** This will help in determining the number of stalls we can accommodate with a particular product, to help avoid duplication. Worrall Community Association reserves the right to refuse any stallholder they deem unsuitable for the event.

Insurance

Do you hold Public Liability Insurance? Please circle	YES Include a copy of certificate	NO
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The insurance held by the Worrall Community Association does not cover or protect professional stallholders. For insurance purposes, a professional stallholder/entertainer would be someone who:

- has a stall or performs at 10 or more events a year
- has their own trading name
- has a website or Facebook page set up specifically to promote the trading activity (e.g. a page in the name of their "business")

Stall booking details

Each stall will have 1 table and 2 chairs supplied, please indicate whether this is required by ticking the relevant box below

I require 1 x table and 2 x chairs	
I will supply my own table and chairs	

Stall costs

Stalls cost £15 but if you are having a stall and donating all the proceeds to the charity named on the form, you will be exempt from paying a stall fee.

Payment details

Payment must be received before the stall application is accepted. There are three ways that you can make your booking payment:

- Cash
- Cheque - made payable to Worrall Community Association
- Bank Transfer
Bank Santande
Account number 13023587
Sort code 09-07-26
Ref: name followed by BOOKING

By signing below, I confirm that the above information is correct and I have read and understood the Terms & Conditions.

Signature	
Name	
Date	

Worrall Community Association will advise on the outcome of the booking application via email. Where no email address is provided, you will receive a telephone call.

Please return the form and cash or cheque payment to: Worrall Community Association

Or you can also submit a scanned copy of the form to
secretary@worrallcommunityassociation.co.uk

Worrall Community Association

Event Stall Application Terms and Conditions

1. Allocation of Bookings

Bookings will be taken in strict order of receipt. We aim to ensure as wide a variety of products as possible and the organisers reserve the right, should it be necessary, to decline an application. Worrall Community Association reserves the right to refuse any stallholder they deem unsuitable.

2. Stall Holders Obligations

You will be informed in advance of the event, via email, of the time for setting up your stall. Some stalls may be outside, and we will provide a cover, please advise us if your preference is to be inside. Please note that your stall must be set up at least 45 minutes before the advertised start time. Stalls must be manned throughout the event. Clearing up should not begin until the advertised finish time. All stalls are to be set up in an attractive manner. Boxes etc must be stored out of sight. At the end of the event the area must be left clean and tidy, and all your stock and possessions removed.

3. Payment

Payment must be received before the stall application is accepted. There are three ways that you can make your booking payment:

- Cash
- Cheque - made payable to Worrall Community Association
- Bank Transfer
 - Bank
 - Account number
 - Sort code
 - Ref: name followed by BOOKING

4. Electricity

There are a limited number of stalls available near an electricity point. Please contact the organiser if you require this. Please note that any electrical item you use must be covered by a current PAT test certificate supplied by a qualified electrician. If the item is less than 12 months old the purchase invoice will alternatively be acceptable. If you use an extension cable, the same PAT provision applies. All leads must be made safe and are not allowed to be obstructing walkways. You may prefer to provide battery operated fairy lights, for which no PAT test is required.

5. Pitch sizes

You will be allocated 1x large table 2 x chairs. You are welcome to provide your own tables and chairs, please advise on the booking form if you are planning to do this.

6. Parking & loading

Parking spaces will not be available on the main car park directly in front of Worrall Memorial Hall but this area can be used for loading. There is a small car park next to the Hall.

7. Refreshments

Refreshments will be available to purchase during the opening hours of the event.

8. Limit of Liability

Worrall Community Association does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Worrall Community Association responsible for any losses you may sustain.

9. Cancellation of Booking by the Seller

If you are unable to attend, please let us know prior to the event and confirm this in writing. Cancellations up to 2 weeks before the event will have the stall fee refunded. Please note that we are unable to refund any monies paid if cancellation occurs less than 2 weeks before the event.

10. Cancellation of Event by the Provider

In the unlikely scenario of the event being cancelled due to circumstances beyond our control, payments will be refunded in full.

11. Public Liability Insurance

The insurance held by the Worrall Community Association does not cover or protect professional stallholders. For insurance purposes, a professional stallholder/entertainer would be someone who:

- has a stall or performs at 10 or more events a year
- has their own trading name
- has a website or Facebook page set up specifically to promote the trading activity (e.g. a page in the name of their "business")

12. Stalls representing Charities

If you are having a stall and donating all the proceeds to the charity named on the booking form, you will be exempt from paying a stall fee and do not require a Public Liability Insurance Certificate.

13. Selling of Food

You must hold the necessary licenses and certificates to sell food to the public. The Worrall Community Association insurance will extend to cover non-professional stallholders providing food, subject to the stallholder having appropriate training, certificates or experience in food hygiene.

14. Mobile phone signal & wifi

There is good mobile phone reception, but we are unable to provide you with access to wifi.

15. Photography

Please note that identifiable photographs are not permitted without permission from the person(s) or their parent/guardian. If you intend to take photographs during the Fayre (non-identifiable or not), please indicate this with visible signage on or around your stall.

16. Smoking

Please note that smoking or vaping are not permitted inside the Memorial Hall

17. Primary contact

Stall bookings are being co-ordinated by Chris Beadman email secretary@worrallcommunityassociation.co.uk or mobile xxxxxxxxxx