

# **PITCH BOOKING FORM**

## **Corfe Mullen Carnival, Saturday 8<sup>th</sup> June 2019**

### **Important terms and conditions**

1. Stall Holders & traders are responsible for providing their own Public Liability and Employers Insurance to cover the 24 hours of the event day. The stall holder/trader is required to provide evidence that they have the appropriate level of insurance cover and that the policy is current
2. Copies of event specific risk assessments and method statements will be required by the Corfe Mullen Carnival no later than 1 May.
3. It is incumbent on the stall holder/trader to ensure that personnel working for or assisting with the activity of the stall are made aware of the content of the Risk Assessments & Method Statements (RAMS).
4. The Carnival committee reserves the right to carry out compliant inspection of stalls or activities on Carnival day. Failure to comply with any of the requirements listed above may result in the stall/activity from being permitted to operate. If such an event arose there would be no refund of the pitch fee.
5. Please indicate on the booking form if your stall/activity is in any way restrictive (i.e. disabled people are unable to participate). Please also indicate the reason for the restriction.
6. The recreation ground will be open to stall holders from 10am to 12 mid-day. Stallholders are asked **not** to arrive before 10am and to ensure the setting up of the stall is completed by 12noon. The recreation ground will be open to the public from 1.00pm.
7. All Stall Holders are required to comply with all Environmental Health & Safety Regulations relevant to the event.
8. Food vendors will be required to provide evidence that they have in place the appropriate food hygiene licenses and have the facilities to be compliant.
9. Stall holders/activities requiring LPG or similar gasses and other fuels must ensure that the measures regarding location and safe storage of the gas is included within the specific RAMS.
10. Stall holders utilizing gas and other fuel-powered appliances must have the appropriate and up to-date fire extinguishers available and confirm that their staff/personnel are trained in the operation of such equipment.
11. All vendors and stallholders are to remove and dispose of their waste materials and litter from the event's ground at the end of the day. **No waste bins will be provided for the use of the vendors.**

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**Important terms and conditions continued**

12. Vehicles that are located anywhere on the events ground will **not** be permitted to move or leave the area between 12.30 hrs. and 17.30hrs.
13. It is incumbent on the individual booking the pitch that they ensure that all vehicles associated with their activity do not exceed 5MPH when traveling anywhere at the Corfe Mullen recreation ground.
14. Generally, six stall holder helpers will be granted free access to the event ground to assist with the running of activity and free admission badges will be issued to you in advance. **Please ensure that you inform any additional helpers that they will be required to pay the £2.00 entry fee.**
15. Pitches are available in two widths, three metres or four metres. Please indicate the size required when booking but please note that pitches will be allocated on a first come first serve basis.

**Each pitch has sufficient depth to park ONE CAR ONLY (please note condition 12 above).** The stall / activity operator will be responsible for providing tables, chairs, water, electricity, fencing etc. absolutely No materials, fuels or consumables will be provided by the Carnival Committee.

16. All Cheques are to be made payable to '**Corfe Mullen Carnival**'
17. Please enclose a stamped SAE if a receipt/acknowledgement is required

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Organisation Category	Fee
<b>A</b> Charity	£15 (Fifteen Pounds)
<b>B</b> Small Non-Trader	£25 (Twenty five pounds)
<b>C</b> Trader	£70 (Seventy Pounds)
<b>D</b> Food Trader	Price on request
<b>E</b> Large Trader	Price on request

**Note: Pitch size 3m or 4m wide X 8m deep**

Description of stall(s).....

Number of pitches required .....

Organisation Category: **(Please circle)**      **A**    **B**    **C**    **D**    **E**

Name of Organisation: .....

Charity Number: .....

Contact Name: .....

Contact Address: .....

Contact Telephone Number: .....

Contact email: .....

Amount Enclosed: £.....

Are there any restrictions to access on your stall/activity?.....

If access restrictions apply please state what the restriction is and why:.....

**By signing this form the stall holder/trader agrees to comply with the terms and conditions attached to this form:**

**Signature:** .....

**Print Name:**..... **Date:**.....

**Payment method:** Cheques to be made payable to 'Corfe Mullen Carnival'

Bank transfer:

Account Name: Corfe Mullen Carnival Committee

Account Number: 60028991

Account Sort Code: 20-68-79

Bank: Barclays Bank Broadstone Poole

Ref: Your business name

**PLEASE DO NOT SEND POST DATED CHEQUES AS THEY WILL BE RETURNED**

**PLEASE RETURN THIS BOOKING FORM BY 30 APRIL AT THE LATEST TO:**

Mr T Gosling, 15 Blythe Road, Corfe Mullen,  
Wimborne, Dorset, BH21 3LP

**Telephone:** 01202 692769 **e-mail:** stallbookingscorfemullen@yahoo.com

**FORMS AND CHEQUES RECEIVED AFTER 30 APRIL 2019  
WILL NOT BE GUARANTEED PITCH ALLOCATION**

**For further information regarding the 2019 Corfe Mullen  
Carnival, please visit:**

[www.corfemullencarnival.com](http://www.corfemullencarnival.com)

**or**

[www.facebook.com/corfemullencarnival](http://www.facebook.com/corfemullencarnival)

**[WWW.CORFEMULLENCARNIVAL.COM](http://WWW.CORFEMULLENCARNIVAL.COM)**