

Booking Form for Wokingham Winter Carnival 28/11/2021

Name:

Address:

Postcode: Organisation:.....

E-Mail address:

Telephone number: Mobile number:

All pitches are areas marked on the ground from which you can trade, no cover or facilities are provided

Type of Stall to go onto 3mx3m pitch	Notes	Market Place Cost per pitch	Pitches required	Other Areas Cost per pitch	Pitches required
Charity/ fund raising (Charity no.)		£40		£35	
Local handcrafts	3	£55		£45	
Trade non-food sales	1,2	£80		£65	
Trade catering food sales	2	£120 for 3mx3m £190 for 3mx6m		£110 for 3mx3m £180 for 3mx6m	

Location preferences/other requests

NOTES:

- 1) **Members of The Showman's Guild must book in via Mr G Horsley on 07930 648858**
- 2) **Local handcrafts must come from a 10 mile radius of Wokingham centre**

Please describe the nature of your stall, including the goods to be sold (to minimise overlaps)

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Please indicate here whether you intend to sell alcohol OR to give alcohol as part of a prize or promotion. (The event may have a licence that covers stallholders, subject to government guidelines and consent of the Town Council)

Yes/No

Signed: Date:

Print Name:

By returning this form you are agreeing that you have read, understood, and accept the enclosed Terms and Conditions of Booking. All correspondence must be via email to:-wokingham.carnival@gmail.com Please email your completed booking form to WWC Stalls Organiser, at wokingham.carnival@gmail.com

Please note: A copy of your Public Liability Insurance must be sent to the Pitch Organiser at least 3 weeks before the event, or trading will not be allowed. (No refund will be given in this case)

Wokingham Winter Carnival - Terms and Conditions of Booking

The 'Organiser' is the Wokingham Winter Carnival Committee. The 'Event Day' is **Sunday 28th November 2021** from **11.00 to 17.00**. The 'Stallholder' is the individual and/or the Organisation named on the Application and Booking Form, who takes on an uncovered pitch.

1. General

- 1.1 **All pitches are defined as an identifiable 3mx3m (maximum) area in the Town, with no cover or facilities, from which a stallholder can trade.** All pitches are allocated on a first come basis and the decision of the Organiser in all matters is final.
- 1.2 **Market Place pitches are within the defined area shown on the attached map**
- 1.3 **All application forms should be emailed, completed and signed, to the notified contact email address. Payment for bookings made by 1st August will be required by 14th August. For later bookings, payment is required within 14 days of application and all payments must be by electronic bank transfer. Bank details will be forwarded to the email address given on your application form at time of confirmation.**

2. Stallholders Responsibility

- 2.1 **All Stallholders must have appropriate Public Liability insurance covering their activity on the day.** A copy of your insurance certificate must be displayed on your stall on the Event Day and a copy must be sent to the pitch organiser at least 3 weeks before the event via email.
- 2.2 It is the responsibility of the Stallholder to provide all tents, tables, chairs or other furniture as may be required as well as providing power if needed. **There will be no on-site power. Generators must be diesel powered.**
- 2.3 For safety reasons all Stallholders must ensure that their stalls are set up by the advertised starting time and must not be cleared away until the advertised finish time. During the event day, no vehicular movement into, out of or within the Carnival areas will be allowed between the start and finish times. Once vehicles have been unloaded, they **MUST** be removed from the stalls area.
- 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.
- 2.5 Any damage whatsoever and howsoever caused by the Stallholder on the Event Day must be rectified by the Stallholder at the Stallholder's sole cost.
- 2.6 The Stallholder may not assign their allocated location to another trader or organisation unless agreed by the Organiser in advance.
- 2.7 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 Carnival event. Copies of the relevant Licences and Permits should be available for inspection on the day. *Please note it is an offence to sell, or donate as a prize, alcohol to anyone under the age of 18.*
- 2.8 All Stallholders must undertake a risk assessment of their own stall to identify and minimise risks and should be in full compliance of current Health and Safety and food standards legislation. **IF** your stall involves heating, lighting, food preparation, any type of machinery including generators, animals or inflammable materials, or activities where there is a possible risk of injury to members of the public, then a copy of your risk assessment must be sent to the pitch organiser 3 weeks before the event via email.
- 2.9 The Stallholders agree that their names, addresses and booking details will be held on file for the purpose of administering the Wokingham Winter Carnival and Wokingham May Fayre, but will not be passed on to anyone else.
- 2.10 Any generator used by the Stallholder must be of the silent type and have been maintained in accordance with the manufacturer's guidance. It must be positioned so that, in the opinion of the Organiser, it does not present a danger or a nuisance to the public and other stallholders. A suitable working fire extinguisher must be provided.
- 2.11 Once a stall has been erected it cannot be dismantled until 5.00 p.m.

3. Cancellation of Booking

Cancellations will only be accepted in writing via email. If booking cancellations are made at least one month prior to the Event Day then 50% of the stall fee will be returned; if booking 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.

Carnival site map – the Centre of Wokingham

Pitches are located across all the roads below and cover the whole of the centre of Wokingham. Additionally, some pitches will be permitted in Peach Place.

Pitches in the Market Place area are premium priced due to their central location

