



# STALL BOOKING FORM

## Saturday 29<sup>th</sup> June 2024

### MAIN CONTACT:

<b>FULL NAME:</b>			
<b>ORGANISATION:</b>			
<b>TELEPHONE:</b>			
<b>EMAIL:</b>			
<b>TRADING ADDRESS:</b>			
<b>WEBSITE:</b>			
<b>PUBLIC LIABILITY INSURANCE CERTIFICATE NUMBER:</b>			
<b>TENS LICENCE NUMBER:</b>			
<b>HAVE YOU HAD A STALL AT THE CHARTER FAIR BEFORE?</b>	<b>YES</b>	<b>NO</b>	<b>WILL YOU BE HAVING A GAZEBO?</b>
			<b>YES</b> <b>NO</b>
<b>Any further information you think the Charter Fair should be aware of (eg number of pitches wanted)</b>			

**WHAT WILL YOUR STALL BE PROMOTING? PLEASE PROVIDE A BRIEF DISCRIPTION OF THE ACTIVITIES/SERVICES YOU WILL BE PROVIDING ON YOUR STALL**

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### STALL HOLDER INFORMATION:

**Entry is via Chancery Lane from 11.30am or sooner if the street is clear.**

#### FEES (per pitch – 3m x 3m)

Charity stalls - **£10.00** (proof of charitable status must be provided along with application)

Local Groups stalls - **£10.00** (Thrapston, Islip, Titchmarsh)

Craft stalls - **£25.00**

Food & Drink stalls - **£60.00** (copy of Food Hygiene certificate and/or Tens Licence to be emailed)

By submitting this booking form and payment is received along with copies of your Insurance, Hygiene Certificate (if applicable) and Charity Registration (if applicable), you have officially reserved your stall for this years Charter Fair, you will receive confirmation of your booking by return.

You will be notified 2 weeks prior to the Fair of your pitch number.

Please note – Thrapston Charter Fair have the right to refuse permission for a stall/space at any stage. If permission is refused, a full refund will be given.

**TERMS AND CONDITIONS**

**SPACE**

Stallholders must confine their stall to no more than 3m and pitch on the road between the markers on the kerb with your pitch number being the centre of your pitch and must provide their own tables, chairs, gazebo etc. We recommend you have a sturdy shelter as good weather cannot be relied upon and the Charter Fair will not be cancelled due to inclement weather. We do not provide electric.

**ACCESS**

You must access the High Street from Chancery Lane to register your arrival, you will be directed to your pitch, where unloading will be allowed. All vehicles must then be moved to the designated parking spaces and without exception, **NO vehicular access to the High Street or movement will be allowed after 12.45pm. EVERYONE MUST UNLOAD THEIR VEHICLE AND REMOVE THE VEHICLE BY 12.45PM.** For reasons of public safety, even if you decide to leave early, vehicular movement and access will not be permitted again until we open the road at 6pm (or before if the street is clear of pedestrians).

**PROHIBITED ACTIVITIES**

You may not provide, sell or offer as prizes any aerosol-powered 'silly string' or live animals (including fish), Ball Bearing Guns, Laser Pens and E-Cigarettes. Failure to adhere to this rule will result in the immediate closure of your stall and a ban from future events.

**INSURANCE**

As required by Northamptonshire County Council, your charity or business must have Public Liability Insurance with a minimum of £5 million cover.

**RUBBISH**

You will be responsible for removing any rubbish and ensure that your pitch is litter picked at the end of the day.

**PAYMENT DETAILS:      **NO CHEQUES****

BANK TRANSFER - Send your payment electronically to: Barclays Bank  
Account Name – **THRAPSTON CHARTER FAIR & CHARTER DAY**  
Sort Code **20-45-77**  
Account Number **90177040**

..... **Amount being paid**

**I, THE UNDERSIGNED, AGREE TO THE TERMS & CONDITIONS ON PAGE ONE WHETHER OR NOT THIS IS ENCLOSED. I ALSO UNDERTAKE FULL RESPONSIBILITY FOR MY GOODS AND PROPERTY IN RESPECT OF ANY LOSS OR DAMAGE WHICH MAY OCCUR. I UNDERSTAND THAT MY PITCH IS NOT UNDER COVER AND THRAPSTON CHARTER FAIR CANNOT BE HELD RESPONSIBLE FOR ANY LOSSES OWING TO EVENTS BEYOND THEIR CONTROL WHICH CAUSE CANCELLATION OR EARLY CLOSURE OF THE CHARTER FAIR.**

<b>Signature:</b>	
<b>Date:</b>	

**Please return this form and ALL relevant certificates by email to:**  
**thrapstoncharterfair@gmail.com**