

# FEAST DAY 10<sup>th</sup> JUNE 2023

## PITCH BOOKING FORM



Please complete and return Pitch Booking Form, and all required documents (see note below) to [wcachair@waterbeach.org](mailto:wcachair@waterbeach.org) or to 18 Greenside, Waterbeach, Cambridge CB25 9HP by **10<sup>th</sup> May 2023**. Please note the conditions that you should conform to on the day.

- All stalls / equipment must be erected by noon and vehicles moved from the area.
- The limits of the marked pitch are not to be exceeded. **Please ensure you order the correct amount of pitches to fit your tent/gazebo. Mistakes cannot be rectified on the day.**
- All stalls / equipment must be removed by 6pm.
- Prices for all the rides / stalls **must** be clearly advertised.
- All sales must be conducted within your allocated pitch area. No pressurised selling will be tolerated.
- The chosen use of your pitch cannot be exclusive. There may be more than one vendor offering the same product.
- The sale or supply of alcohol to under 18's is an offence under the licensing act 2003. A notice stating this must be displayed on any stall supplying alcohol. Please remember this includes prizes from draws, raffles, tombolas etc.
- Any stall handling food will be required to provide a copy of their registration with their local authority (if appropriate) and a copy of nominated person's Food Hygiene certificate.
- All stall holders and assistants must wear ID showing their name and organisation.
- All rubbish should be removed from your pitch (and taken to the skip provided, **not** left with the bins around the ring) at the end of the day.
- Please inform us if you are unable to attend the Feast.
- Pitches are a standard width (frontage) of 12ft for a single pitch. A double pitch (24 ft front) may be booked if required.
- Pitches are allocated by Waterbeach Community Association and are not negotiable.
- No tents, gazebos, tables or chairs will be provided.
- No subletting of pitches allowed.
- Stalls with BBQ, stoves or other cooking equipment must provide suitable means to extinguish fires, e.g. Extinguishers, fire blankets etc. Gas bottles and heat sources must be suitably secured and out of reach of the public. Stalls must not be left unattended.
- Stalls with electricity (mains or Generator) must include an RCD circuit protection. Cables and electrical outlets must be kept out of public reach and must not be overloaded.
- All stall holders must have robust safeguarding procedures in place to ensure the care and protection of all their volunteers.
- All stall holders must read the information and emergency procedures document (circulated at least 1 week prior to the day of the feast).
- National and Local COVID restrictions at the time of the event must be obeyed.

## PITCH FEES

Community Association Members	£25 per 12ft pitch
Charity Stalls	£25 per 12ft pitch
Trade Stalls	£60 per 12ft pitch

**ALL Pitch users are required to submit a signed & dated Risk Assessment and a copy of their Public Liability Insurance covering 10<sup>th</sup> June 2023**

A pitch will not be allocated unless payment and the above are received with the Pitch Booking Form

If you require a Risk Assessment form please e-mail [wchair@waterbeach.org](mailto:wchair@waterbeach.org)



I/we would like to book a pitch: (confirmation of pitches will be forwarded subject to availability).

Organisation / trade name:

Stall Usage and hazards:

Number of pitches:  Adjoining:

Pitch Booking Type

Fee:  Method of Payment (*Please tick*)  BACS  Cheque  Cash

*BACS Payment: Barclays Bank PLC*

*Sort Code: 20-17-22 Account No. 50569798 Account Name: Waterbeach Community Association*

*If paying by cheque or cash please enclose payment with booking form (cheques payable to Waterbeach Community Association)*

- Risk Assessment Attached  Public Liability Insurance Attached  
 Local Authority Registration Attached  Food Hygiene Certificate Attached

Name:

Address:

Telephone:

Email:

I/we agree to the terms and conditions above

SIGNED:

DATE:

*By signing this I indicate that accept the terms and conditions laid out in this document*

*Please note all receipts will be emailed unless a pre-paid S.A.E. is enclosed with payment.*