

FEAST DAY 9th JUNE 2018 – PITCH BOOKING FORM



Please complete and return Pitch Booking Form and a Risk Assessment (see note below) to 9 Providence Way, Waterbeach, Cambridge, CB25 9QH by **4th May 2018**

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, tombola's 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 name and organisation.
- All rubbish to 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 at the last moment.
- Pitches are a standard width (frontage) of 12ft for a single pitch.
- No tents, gazebos, tables or chairs will be provided.
- No subletting of pitches allowed.

PITCH FEES

Community Association Members	Single 12ft pitch - £20 Additional 12ft pitch - £25 each
Charity Stalls	Single 12ft pitch - £35 Additional 12ft pitch - £35 each
Trade Stalls	Single 12ft pitch - £45 Additional 12ft pitch - £55 each

For Health and Safety reasons the Waterbeach Community Association is required to hold Risk Assessments from each pitch user before Feast Day. *Therefore*

ALL Pitch users are required to submit a Risk Assessment. A pitch will not be allocated unless a signed & dated Risk Assessment is received with the Pitch Booking Form

If you require a Risk Assessment form please e-mail jacquirab@btinternet.com or leave a message on 01223 860993

ALL Charity and Trade stalls must also submit a copy of their Public Liability Insurance covering 9th June 2018

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

Organisation / trade name:

Number of pitches: Adjoining: YES / NO

PLEASE STATE (WCA Member, Charity or Trade)

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Fee Enclosed: £..... Method of Payment (*Please tick*) Cheque Cash

Use of stall:

Risk Assessment attached (*Please tick*) Copy of Public Liability Insurance attached (*if applicable*)

Copy of Food Hygiene Certificate (*if applicable*) Copy of Registration with Local Authority (*if applicable*)

Contact details – Name.....

Address.....

.....Telephone.....

Email.....

I/we agree to the terms and conditions above

SIGNED:DATE:

PLEASE ENCLOSE PAYMENT WITH BOOKING FORM (Cheques payable to “Waterbeach Community Association”)
Please note all receipts will be emailed unless a pre-paid S.A.E. is enclosed with payment.