

WATERBEACH FEAST

Saturday 7 June 2025

PITCH BOOKING FORM



Please complete and return Pitch Booking Form, and all required documents to wcachair@waterbeach.org or to 18 Greenside, Waterbeach, Cambridge CB25 9HP by **Friday 9 May 2025**. Confirmation of pitch bookings will be confirmed via email, subject to availability.

We would encourage stall holders to decorate their stall in keeping with the Feast theme. This year the theme is 'Something beginning with 'Q'.

Please note the conditions that you should conform to on the day.

- All stalls / equipment must be erected by 12.00pm and removed by 6.00pm.
- Pitches are a standard width (frontage) of 12ft for a single pitch. A double pitch (24 ft front) may be booked if required.
- 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.**
- No Vehicles are allowed on the Feast area (Green and Gault) during the Event (12:00 – 17:00).
- 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, sorted for recycling (mixed dry recycling the same as the local blue bin collection) and put in the appropriate bin.
- 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).
- Please inform us if you are no longer able to attend the Feast.

Stall Pitch Booking Fees

Community Association Members	£30 per 12 ft pitch
Charity Stalls	£30 per 12 ft pitch
Trade Stalls	£70 per 12 ft pitch

ALL Pitch users are required to submit a signed & dated Risk Assessment and a copy of their Public Liability Insurance covering 7 June 2025

If you require a blank Risk Assessment form, please e-mail wcachair@waterbeach.org
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Organisation / trade name:

Stall usage and hazards:

Number of pitches required:

Booking Type: (please tick)

Community Association Member Charity Stall Trade Stall

Fee:

Method of Payment: (please tick)

If paying by cheque or cash, please enclose payment with booking form.

Cash **Cheque** (payable to Waterbeach Community Association)

BACS Payment: Barclays Bank PLC Sort Code: 20-17-22 Account No. 50569798
Account Name: Waterbeach Community Association.

Name:

Address:

Telephone:

Email:

We would appreciate it if WCA member organisations can provide contact information for a volunteer who can help with the Feast setup / Marshalling / Clean-up.

Volunteer name and number / email:

- I/we agree to the terms and conditions listed
- I/we enclose a signed and dated Risk Assessment form
- I/we enclose a copy of our Public Liability Insurance covering 7 June 2025
- My stall is handling food – I/we enclose a copy of my registration with the local authority and/or a copy of the nominated person's Food Hygiene certificate.

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.*