

Clerk and RFO to the Council
Jodie Smart

Stall Co-ordinator
Oliver Armstrong



ELLENDUNE COMMUNITY CENTRE
BARRETT WAY
WROUGHTON
SWINDON
SN4 9LW
Tel: 01793 814735
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Christmas Community Fayre Stall Booking Form 2018

Saturday 1st December 2018, 2.00pm – 4.30pm, Ellendune Centre, Barret Way, Wroughton, SN4 9LW

On behalf of Wroughton Parish Council, we are delighted that you wish to be part of the 2018 Christmas Event. The Christmas Fayre is the perfect platform to promote your business, and to take part in a fun, free and enchanting community Christmas event.

Name:	
Address:	
Email:	
Contact number:	
Charity name Community Group If applicable a discount of 50% will apply	
Type of stall:	
Stall Size:	<input type="checkbox"/> 4ft - £12.00 <input type="checkbox"/> 6ft - £15.00
Please give as much detail about your products/goods as possible: Any additional requirements or items which will exceed the table size must be confirmed prior to the event.	
Where did you hear about the Fayre?	
Detail retention for future bookings/cancellations	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please return this form no later than Monday 26 November 2018 to the e-mail or address shown above. Please note that spaces will be issued on a first come first served basis and will be subject to the discretion of the Parish Council.

Your table will be confirmed via email and we may contact you to obtain further information about your stall. Once confirmed ensure full payment is made prior to the event, failure to do so may result in loss of your table.

Review the below information carefully and sign to confirm you have read and understand all terms and conditions of the booking.

What is included in my stall?

Wroughton Parish Council will provide each stall holder with a trestle table, and two chairs.

No electricity is provided with the stall

No generators are permitted within the center

Please ensure you take all litter home with you

All exhibitors are kindly asked to ensure their merchandise and display does not exceed that of the trestle table. Any merchandise displayed in aisles will be removed if not prior approved by the council.

What if I want to sell food or give away sample on my stand?

If you intend to sell food or give away samples on your stand, then please include a copy of your current Food Hygiene Rating certificate with your return form (minimum rating of 4). Please ensure all allergen notices are clearly displayed. For advice, please visit: www.food.gov.uk for more information and advice.

General Information:

1. Stall holders must bring trollies and any other equipment required for lifting displays and goods into the center
2. Access to set-up in the Main Hall is from 13:00
3. Stall holder must be set-up and ready by 14:00
4. All stall holders must break-down from 16:30
5. The Ellendune Hall to be empty and vacated by 17:00

Terms and Conditions of Booking:

1. Payment must be made in full at the time of booking - please make cheques payable to Wroughton Parish Council. Your booking is not accepted until payment has been made/cleared.
2. All cancellations should be made in writing. We regret that payments made are non-refundable.
3. The organisers reserve the right to cancel the Fayre at any time. Stall holders will be reimbursed. Stall holders booking will not be reimbursed for any other costs including any items bought in advance to sell at the Wroughton Fayre.
4. No rebates will be given to stall holders booking as a result of decreased footfall.
5. The organisers will allocate your stall position according to site and programming requirements.
6. Wroughton Parish Council will not accept responsibility for the level of trading during the event. The organisers reserve the right to re-locate stalls on the day.
7. Stall holders must only sell goods specified in their application.
8. All Stall holders will be expected to provide evidence of suitable liability insurance and any other relevant insurances and documentation where appropriate.
9. Stall holders will be allowed on site from 1300 to set up their stall.
10. Stall holders should be aware that they are responsible for complying with the relevant Health and Safety Regulations.
11. All Stall holders must keep their site clean and tidy, and provide bins for their immediate customers. At the end of the event, please ensure that all waste is removed from your stall.
12. You are responsible for the behavior and conduct of all staff used by you at the Fayre. You are expected to conduct yourself in a good and orderly manner whilst at the Fayre.

Privacy Statement

1. The Council will retain all personal information supplied by the individual or group up until a one year period from the signing of this document.
2. The Council will not share any personal information supplied by the individual or group to any third parties and the information can only be accessed by Council officers.
3. The individual or group agrees for the Council to securely store the information and gives consent to be contacted in the future.
4. All personal information will be securely stored in a password protected computer file.
4. Any of your personal information stored by the Parish Council can be immediately destroyed at the request of the individual.

(Signature)

(Date)

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**Cheques should be made payable to Wroughton Parish Council.
Cash and BACS payments are also acceptable.
Sort Code: 08-90-12 Account Number: 61591448**