

Stall & Stand Booking Form

DATE: Saturday 14th July 2018
TIME: 11 am – 5 pm
VENUE: Greenway Centre,
Doncaster Road, Southmead, Bristol,
BS10 5PY. tel: 0117 950 3335



Your name/main contact:

Name of organisation:

Group or business name:

Address:

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Email address:

Telephone numbers, land-line /
and mobile for us on event day

Charity no. (if applicable):

Give below details of the services, activities or products you intend to offer or promote:

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The information you have given on this form will only be used for the purpose of managing your attendance at Southmead Festival 2018 - however we would like to keep in touch by email so please tick below:

- This information may be published on Festival publicity
- Please send me an invitation to next year's Festival
- Please send me information about booking a space to promote my service or goods during the summer holidays at the Greenway Centre
- Please send me regular updates about the Greenway Centre and Southmead Development Trust's events, opportunities and services
- Please send me updates about the Greenway Centre's school holiday activities

You can withdraw consent for us to email you by contacting nataliebailey@southmead.org. We use Mailchimp to send out updates. Please read our full Privacy Notice on www.southmead.org/privacy-policy

Please help us to keep the Festival fun and free by being a Sponsor for 2018

Can you help us to cover some costs? Please contribute to elements such as: the climbing wall; advertising and publicity; volunteer expenses; performance fees; PA systems. As a sponsor your logo and organisation details will appear on our programme, posters and advertising. Please contact Natalie Bailey on 0117 950 3335, email: nataliebailey@southmead.org

STALL AND STAND FEES

Type of stall or stand	Fee payable	Pls Tick
Local resident (funds raised to be donated to the Southmead Festival)	FREE	
Local resident (funds raised being kept by resident)	£5.00	
Local group / charity promotion stand (no funds being raised)	FREE	
Local group / charity (funds raised to be donated to the Southmead Festival)	FREE	
Local group non charity (funds raised being kept by group)	£25 / £50	
Local business (funds raised being donated to the Southmead Festival)	FREE	
Local business (funds raised being kept by business)	£25 / £50	
Non local business (funds raised being donated to the Southmead Festival)	FREE	
Food Business	£50	
Car Boot (please bring correct cash amount to pay on the day)	£7 cars £10 trade	

All payments (except for Car Boot) should be submitted by Saturday 7th July 2018. Please pay in one of the following ways:

1. Cash at the Greenway Centre Reception.
2. Cheque made payable to the Southmead Festival - send to: Natalie Bailey, Greenway Centre, Doncaster Road, Southmead, Bristol, BS10 5PY
3. Bank transfer details: Sort Code: 560005 Account: 41384598. Please include in the reference 'SF' then your name or organisation's name.

Please refer to booking notes below before signing. Please return this form by post to:

Natalie Bailey, SF Bookings, Greenway Centre, Doncaster Road, Southmead, Bristol, BS10 5PY.

Signed

Date

Booking Notes:

The Southmead Festival 2018 is being managed by Southmead Development Trust on behalf of the Southmead Festival Committee. Date: Saturday 14th July 2018 Time: 11 am – 5 pm

Location: Greenway Centre, Doncaster Road, Southmead, Bristol, BS10 5PY

1. Tables, chairs and gazebos are not supplied (unless otherwise agreed in advance).
2. No power will be supplied (unless otherwise agreed in advance). If you bring your own power source you must insure that it is adequately fenced and adheres to all relevant health and safety requirements.
3. Food stalls: Please do not book if you do not have copies of relevant documents including a current food hygiene certificate and evidence of local authority registration.
4. Food to be taken away from the site (cakes, jams etc.) can be sold from a standard stall if the products are homemade by the stall-holder. Please do not book if you do not have copies of the documents mentioned in note 3 above.
5. The Southmead Festival will not take responsibility for any products or equipment which may cause harm to the public, nor for money or personal possessions that are lost, stolen or damaged.
6. Your booking fee cannot be returned if you are unable to attend, or if the Festival is cancelled for any reason including the weather or inaccessibility of the site. We therefore recommend you arrange cancellation and other insurance.
7. Southmead Development Trust has covered its premises and its activities at the Festival with its own insurance policies. The Trust and the Festival requires that you/your group /organisation /business has its own insurance cover proportionate to the activities you are providing at the Festival. You will be required to provide proof of your cover to Southmead Development Trust. We may require you to have a certain level of cover. The Trust cannot accept any liability for claims arising against any third party and these are provided at your sole risk.
8. Product Safety: The Trading Standards Officer in your own local authority can offer advice on current European legislation. Contact details are available via a postcode search at www.tradingstandards.gov.uk New toys must bear the CE mark. This is not necessary for second-hand toys or those hand-made by individuals, although these must still meet the legal standards.
9. Cosmetics safety includes face-painting materials, aromatherapy and massage oils etc. which must bear an appropriate trademark.
10. Stalls offering therapy/cosmetic services, including face painting, should send us evidence of special skills training or experience with the booking. These must be displayed at stalls that offer services involving massaging or touching the skin or hair of members of the public. For minors aged up to eighteen a consent form is desirable (to be signed by a parent or carer). Henna painters should send in advance, and bring with them, a list of the ingredients they use. Only traditional brown henna should be used.
11. You must not offer for sale second-hand electrical or toiletry goods or counterfeit CDs, DVDs etc. Stall-holders who do not comply with these standards will either not be admitted to the festival or will be asked to leave, and no refund will be made of booking fees.

We look forward to welcoming you to the Festival, if you have any queries please contact:

Natalie Bailey or James Creed, telephone 0117 950 3335

or email nataliebailey@southmead.org / jamescreed@southmead.org