

Rotary Club of Verwood



Rustic Fayre

August Bank Holiday Monday



12 noon - 6.00pm

CATEGORIES OF PITCH AVAILABLE:

- CRAFT, CHARITY & OTHER SUPPORT GROUPS
 - a) In the open (**no power available**) 15ft frontage x 15ft deep £30
If a larger space than (a) is required please refer to Organiser for prices
 - b) In a marquee (power available) 10ft frontage x 8ft deep £35
Power required? - YES or NO

- TRADE & COMMERCIAL
 - a) Pitch sizes available from 20ft frontage in the open (further details available) from £45
 - b) 30ft frontage and more from £65

ALL STALLHOLDERS PLEASE ADVISE NOW OF ANY SPECIAL REQUIREMENTS

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NAME & ORGANISATION

ADDRESS POST CODE:

Email: Tel No:

Category of Stall/Exhibit (**Please include Full description of activities and goods on sale**)

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Please read carefully the booking conditions, sign the declaration below & return form to:

Mr. Clive Grove, 14 Aggis Farm, Verwood BH31 6QD

With a cheque payable to: Rotary Club of Verwood

OR as an attachment to Email: rusticstalls@verwoodrotary.org.uk

Payment can also be made by BACS transfer to: Rotary Club of Verwood (trust fund)

s/c 08-92-99 account no: 65532306 BACS payment must include reference – RFS – (your name or business)

(without this your payment may not be identified)

ANY QUESTIONS RELATING TO BOOKINGS SHOULD BE DIRECTED TO: rusticstalls@verwoodrotary.org.uk

I/We agree to indemnify and hold harmless the organisers of Rotary Rustic Fayre from any claim for Accidental Damage or Personal Injury, whatsoever the cause, whilst taking part in or journeying to or from the event.

I/we have read and accept the Booking Conditions and Site Regulations

SIGNED.....

Date.....

Please print name.....

DATA PROTECTION CONSENT:

Please tick here if you are happy for the Rotary Club of Verwood to use your data as defined in the Data Protection section overleaf.

ROTARY RUSTIC FAYRE

Booking Conditions & Site / Trade Stand Regulations

- **WITHDRAWAL OR CANCELLATION OF SPACE RESERVED** - The allocation of all sites and positioning of site /stand space, will be at the discretion of the Organiser [Rotary Club of Verwood]. Every endeavour will be made to meet exhibitor's requests, regarding stand /stall position.
Refunds of stall or pitch booking fees following withdrawal or cancellation will be at the sole discretion of the Rotary Club of Verwood.

COVID-19: The Organiser will at all times comply with ALL laws and Government guidelines that are in place at the time of the event in respect of Covid-19 and it is a condition of booking that stallholders and exhibitors do the same..

Where Government guidelines lead to circumstances which the Organiser considers to be a barrier to the safe running of the event then the Organiser reserves the right to cancel the event.

In the case of this happening then money received from any stallholders or exhibitors will be refunded.

The Organiser (The Rotary Club of Verwood) would like to remind all stallholders and exhibitors that the Rotary Rustic Fayre is a charity fund raising event and therefore any decision by stallholders or exhibitors to waive their right to a refund would be very much appreciated.

- **FRONTAGE:** of all sites will be marked and in no circumstances will stallholders or exhibitors be allowed to occupy a larger space than allocated. All stalls must set-up behind the front line.
- **SUBLETTING:** No exhibitor shall sublet any portion of the space allocated to them or move to another site without the approval of the Organiser.
- **INSURANCE/RISK ASSESSMENT:** All stallholders and exhibitors require valid Public Liability and Products Liability Insurance and Risk Assessments. All electrical equipment and rides etc. must have a current and valid Electrical Test Certificate and/or Certificate of Worthiness (whichever is applicable). These documents **MUST BE INCLUDED** with the booking form when booking. Any questions relating to this important condition should be referred to the Organiser at the time of booking.
- **SETTING UP:** Entry to Potterne Park is available from 8.00am on the day of the Fayre. **All stallholders and exhibitors must be in place by 11.30am and will not clear down until 30 minutes after the close of the Fayre. (Usually after 5pm.)**
- **VEHICLES:** All non-authorized vehicles must be parked in the free parking area by 11.30am. No vehicle on site will be allowed to move from 30 minutes before the opening time or during the event once it has opened to the public.
Any vehicles authorised to be parked with the stall cannot be moved before 5pm without the specific authority of the Organiser, who will manage and accompany the movement.
- **LITTER:** All stallholders and exhibitors are responsible for clearing all litter/rubbish from their stall site area when the Fayre closes.
Please separate any litter / rubbish which could be recycled.
- **CATERING REGULATIONS:** All caterers will be expected to carry out the handling and sale of food in a hygienic manner. The full requirements of the Food Safety Act 1990 will need to be complied with and Hygiene Certificates supplied to the Organiser. Consideration should be given to your duties stipulated in the Health and Safety at Work Act 2000 and associated regulations, Codes of Practice and Guidance Notes.
- **LOTTERY/TOMBOLA:** Your attention is drawn to the Betting, Gaming and Lotteries Act of 1976 & 1993. It is the sole responsibility of the stallholder or exhibitor to comply with this regulation.
- **POWER CABLES:** No power cables will be laid without express approval of the Field manager. Power is supplied to a central point in the marquee only. Connections can only be accommodated where the stall holder or exhibitor in the marquee provides an extension lead which should be not less than 10 metres and have an appropriate PAT (Portable Appliance Test) Certificate.
- **ACCIDENTS OR INCIDENTS:** Any accident requiring medical treatment or which could be a basis for ANY subsequent medical treatment is to be immediately reported to the Control Tent of The Rotary Club of Verwood.

• **DATA PROTECTION:** Verwood Rotary Club will only use the information we collect from you to maintain contact with you and to also advise you of future events, such as Rustic Fayre.

By ticking the box on the front page you agree to the Rotary Club of Verwood holding your data for the above purposes. You have a right to ask for a copy of the information that we hold and to correct any inaccuracies. You can withdraw your consent at any time by sending an email to info@verwoodrotary.org.uk

- **NON-COMPLIANCE WITH THE REGULATIONS:**

The Rotary Club of Verwood has the power to order the removal of any article from the grounds, to close the stall / stand of any stallholder or exhibitor who does not conform to the regulations, or directions of the Organiser and, if considered necessary, to expel such stallholder or exhibitor from the grounds. No liability will be incurred by the Rotary Club of Verwood for any loss resulting from these actions. The Rotary Club of Verwood will not be responsible in any way for any article of any kind exhibited or sold at this event. The stallholder or exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the sale, display, use, exhibition, housing or handling of such items or exhibits and conduct of the stall or exhibitor's staff generally.

Stallholders and Exhibitors should be aware that stands/stalls might be inspected by the Local Authority, Consumer Protection & Environmental Control Department.