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SHELDON COUNTRYSIDE FESTIVAL 31st July 2016

Dear Stall Holder / Display Holders,

The Sheldon Countryside Festival will once again be held at Sheldon Country Park on Sunday July 31st 2016.

If you wish to have a pitch for a stall / stand at this event, please complete the forms enclosed and return to the address provided, for my attention. We have limited space for stalls/stands so to avoid disappointment please return your application as soon as possible.

Please note that the prices for commercial stalls are £35 per 3mx3m pitch. Charity stalls are free again this year. This year is the last year we will receive ward funding for the event. Therefore we are trying to raise money for 2017. If as a charity stall you would like to make a donation for having your stall this year it will help in our preparations for 2017. A suggested donation would be £17.50 (half the commercial rate)

Please note the closing date for applications is Friday 1st July 2016

If you have any queries, please do not hesitate to contact me on 0121 743 7040 or st.thomas@zen.co.uk

Adam Larkin

St Thomas Community Project,
114 Rotherfield Road,
Garretts Green,
Birmingham,
B26 2SH

Yours sincerely,

Adam Larkin
(Youth and Community Regeneration Worker)

SHELDON COUNTRYSIDE FESTIVAL

Sunday 31st July 2016

Stall, Stand or Display Application Form

Data Protection Act 1998

The information provided by you on this form will be held on the Events Section's database in order to process your stand application.

Other event organisers or members of the public may contact us regarding information about this event. Would you please indicate whether or not you wish this information to be passed on to them by ticking the relevant box.

Yes

No

(PLEASE COMPLETE IN BLOCK CAPITALS)

CONTACT NAME

.....

NAME OF ORGANISATION / BUSINESS NAME.

.....

ADDRESS

.....

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.....

CONTACT DETAILS

WORKING HOURS:

09:00 – 17:00HRS

MOBILE NUMBER

Email (please provide)

DESCRIPTION OF STALL AND WHAT WILL BE SOLD / EXHIBITED

(Please note that Food and Drink concessions have been sold as a separate concession, therefore, Trade and Charity Stands will NOT be permitted to sell drinks and/or food. We do not allow the sale of alcohol or the use of alcohol as a prize)

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Please turn over and complete the rest of the form

STAND SPACE

Pitches are allocated on the basis of a 3m x 3m space.

Voluntary / Charity Group @ Discretionary per pitch

No of Pitches Required

Donation included for 2017 event £.....

If a registered charity please state your Official Charity Registration No.

Commercial Rate @ £35.00 per pitch

No of Pitches Required

..... X £ 35.00 = £.....

Please note that one vehicle label will be issued per pitch taken.

With this Application form please enclose the following

- Cheque made payable for the appropriate amount to ***St Thomas Community Project.***
- Copy of Public Liability Insurance Certificate applicable for your company / organisation.

I/we agree to abide by the general regulations and all health and safety regulations currently enforced.

Signed

Print Name

Date

CLOSING DATE FOR APPLICATIONS: FRIDAY 1st JULY 2016

Please note there will be no ward funding for this event after this year. Therefore we are asking for donations this year to the 2017 event. If you as a charity or commercial stall would like to donate towards the 2017 event this would be gratefully received. Your donations can be listed above and made payable to St Thomas Community Project.

Thank You

Sheldon Countryside Festival 31st July 2016

The location of stalls will be determined by the Festival Committee whose decision is final. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others.

Stallholders will be admitted to the Festival site only on production of their car park pass. Stallholders without passes **will not** be admitted. Vehicle passes are non transferable and must not be moved to other vehicles.

You will be able to get on the site from 7.30am onwards please be early. You will be allowed one vehicle behind your stall if safe to do so. **All vehicle movement on the Festival Site will stop at 10.00am and resume again after 5.00pm if deemed safe to do so. If you need to leave the site early please park your car / van in the Public Car Park, follow AA signs. If you arrive after 10am you will not be able to take your vehicle on site. These vehicle restrictions are for the safety of the general public.**

If for any reason you are not able to comply with these with these times please park your car in the stallholder's car park where you will be able to get off site.

Stall holders must comply with the Health and Safety requirements of Birmingham City Council. **A Health and Safety Inspection will take place starting at 9.30 am**; all stall holders structures (tables, gazebos etc) will be checked by the Event Safety Officer for stability. Unsuitable or unsafe structures will be required to be removed.

Gazebos must be pegged down and made secure, you are asked not to use decorating tables as they are unsuitable, any generators used must be made secure and fuel containers kept in a safe place. If you have a generator you must also provide a fire extinguisher in case any problems arise.

Stallholders using Liquefied Petroleum Gases (LPG) must have the appropriate safety procedures and certificate in place both for use and storage. These will be checked as part of the Health and Safety inspection.

Please also note that we **do not** supply chairs, tables or gazebos, you will need to make your own arrangements. Stallholders are responsible for setting up their own stall and keeping their area clean and tidy. Large rubbish bins are available onsite please ensure you dispose of your rubbish in these.

Stallholders are asked to note that it is not permissible to offer alcoholic drinks for sale or as prizes. No BBQ's are allowed. The sale of food is not allowed. Dogs must be kept on a lead at all times.

All vehicles are brought on site at their owners' risk. The Festival cannot accept any responsibility for any loss or damage that may occur during the festival.

SHELDON COUNTYSIDE FESTIVAL 31st July 2016
SITE ENTRANCE – SAT NAV B26 3TU

