



# Southdowns Folk Festival Market

## Booking Form

**Bognor Regis 17<sup>th</sup> (12 – 6pm) 18<sup>th</sup> & 19<sup>th</sup> 10am till 5pm September 2021**

Contact Name:	
Business Name:	
Address:	
Email Address:	
Mobile Number (For the day)	
Website/Facebook Page	
Req Date:	Friday 17 <sup>th</sup> Sept (12-6)    Saturday 19 <sup>th</sup> Sept (10-5)    Sunday 20 <sup>th</sup> Sept (10-5)    Pls circle
	<b>DESCRIPTION of products to be sold</b>
<b>Food Stalls - £95 per day or £171 for weekend (10% Discount)</b> Exhibitors must provide their own shelter/Gazebo and <b>POWER</b> . Normal pitch size 3m x 3m. All equipment to be provided by the applicant <b>(No Inside pitches available)</b>	
<b>Trade Stall - £80 per day or £144 for weekend (10% Discount)</b> Exhibitors must provide their own shelter/Gazebo, Normal pitch size 3m x 3m. Or own table (6ft) and chairs (only two people per table) for Inside Marquee. All equipment to be provided by the applicant	
<b>Crafts Stalls - £55 per day or £99 for weekend (10% Discount)</b> Exhibitors must provide their own Gazebo, Normal pitch size 3m x 3m. Or own table (6ft) and chairs (only two people per table) for Inside Marquee. All equipment to be provided by the applicant	
<b>Charity Stall - £55 per day or £99 for weekend (10% Discount)</b> Exhibitors must provide their own Gazebo, Normal pitch size 3m x 3m. Or own table (6ft) and chairs (only two people per table) for Inside Marquee. All equipment to be provided by the applicant.	

Our preferred method of payment is Bank Transfer –

Santander - Sort Code 09-01-28 Account Number 73031870 in the name of Mrs M Redford.

We accept emailed copies of the Booking Form, Caterers Checklist/Contents & Public Liability Insurance.

**For postal bookings please forward all paperwork and payment to: Mrs M Redford C/o Southdowns Folk Festival Market, 10 Drygrounds Lane Felpham, West Sussex, PO22 8PS - Cheques must be made payable to Mrs M Redford).**

Signed .....

Public Liability Ins Number: \_\_\_\_\_ **PLEASE INCLUDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE**

Please note vehicles will not be able to stay with stalls; they must be parked away in the local car parks or allocated parking (If available) (We may nearer the time be able to offer parking but you will be advised)

## Terms and Conditions

1. Booking will only be confirmed on receipt of this form and with payment.
2. If you pay by Cheque and it bounces, we will reject your application.
3. Once booking form and payment is received and confirmed no refunds can be given unless the event is cancelled due to a Covid Lockdown. In this case we will refund payment minus any costs that we cannot claim back.
4. In the event of any abandonment, variation, postponement or limitation of the use of the exhibition premises or any of the services provided therein, there will be no claim against the organisers.
5. Setting up will be from 8:30am on the Friday to be open by 12pm, 7:30am on the Saturday before the festival market opens. All vehicles have to be off site before 9:30am as this is a pedestrian area. Vehicles will be allowed back on site at 6pm on the Friday and 5pm on the Saturday and Sunday to pack down.
6. Southdowns Folk Festival Market Operators reserve the right to decide the arrangement and allocation of stalls on the day on The Place St Maur and Closed Esplanade Seafront Road.
7. Except in respect of liability for death or personal injury caused by the Organisers' negligence (for which no limit or exclusions of liability apply), the Organisers' aggregate liability, whether for damages or compensation of any nature arising from this contract (including as a result of negligence) shall be limited to the total sum or sums paid by the stallholder for attendance.
8. The Organisers shall not be liable in respect of loss of profits, business, revenue, goodwill or indirect or consequential loss or damage (whether caused by negligence or otherwise); or any act, omission or breach of contract by the stallholder's employees, agents or sub-contractors. You are solely responsible for removing all your stock and valuables at the end of the day.
9. No Knives, Firearms or prohibited goods to be sold.
10. All stallholders shall indemnify the organisers against all liabilities, action, costs, claims and compensations for injury and loss to any person, or damage as a result of his or her occupancy of an allotted site, or otherwise in connection with the event. All stallholders must hold their own Public Liability Insurance and produce the certificate on the day of the event for inspection. Stallholders must also have Product Liability, Employers Liability, Health and Safety Certificate and Food Hygiene Certificate where appropriate.
11. Stallholders must not place goods beyond the boundaries of the stall either on the ground or hanging unless previously agreed with Southdowns Folk Festival Market. There will be no sub-letting of stalls. Stallholders are required to co-operate with Site Managers, Security, Emergency services, West Sussex County Council officers and all official organisations on site.
12. **COVID:** All current Covid regulations to be abided by that are in place in September as required by the government. We expect Hand Sanitisers to be available at all stalls provided by the operators themselves.
13. **Electricity:** If you intend to use a generator it must be quiet and not emitting smoke and fumes.
14. **Electrical and Gas Equipment.** All electrical equipment must be in good condition and current PAT certificates. All gas equipment must be covered by an up-to-date gas certificate, which has been issued by a registered gas engineer (Gas Safety Register). These certificates must be available for inspection by our Health and Safety officer at the event.
15. **Fire Safety Equipment/Prevention:** Stallholders must provide fire safety equipment on their stands appropriate to their activities. All stallholders must hide all boxes under their table. No flammable liquid is to be brought in to the venue where the event is being held unless approved in writing by the Organisers.
16. **Waste disposal:** Stallholders are expected to keep their surrounding area as clean as possible throughout the event. All waste is to be removed by the stallholder at the end of the event.
17. The Organisers reserve the right to refuse and, if necessary, remove at the stallholder's expense, any stall which we may regard unsuitable for the event.
18. I also give permission to be contacted in the future by email/telephone.

**I agree to abide by the terms and conditions of booking and enclose payment with the booking form provided.**

**Signed**.....

The Southdowns Folk Festival Market is operated by Chris Warden and Michele Redford under the Southdowns Folk Festival.

Customer Receipt (office use only)

EVENT: Southdowns Folk Festival Market

NAME:	DATE PAID:
FULL PAYMENT OF £	HAS BEEN RECEIVED
	SIGNED: