



Chorleywood Parish Council

Village Day 2019



SATURDAY 13th JULY 2019

If you would like to take part in **Chorleywood Village Day**, please select from the options below, then complete and return the attached application form which you will find on page 3.

Due to the ever increasing popularity of this event, the amount of pitches will be limited so please book and secure your place as soon as possible.

There are notes below for full details of stall bookings, these are the *fees:

A: STALL FEES for Community Groups & Charities

- 1) 3M x 3M at £15. 2) 6M x 6M at £ 30. 3) 9M x 9M at £45.
- 4) 12 M x 12M at £60.

B: STALL FEES for Commercial Organisations

- 1) 3M x 3M at £35. 2) 6M x 6M at £ 70. 3) 9M x 9M at £105.
- 4) 12 M x 12M at £140.

C: STALL FEES for Food & Drink Retailers

- 1) 3M x 3M at £100. 2) 6M x 6M at £125

**We now accept payment by BACs transfer. Account details are shown on the application form. If paying by BACs please use 'Village Day' and group or business name as your reference.*

NOTES - Please read carefully.

A / B / C - STALLS

- The space denoted is the width of the pitch.
- Depth of Pitches Vary, minimum is 3M.
- All activities must be confined within the booked space.
- The Parish Council will provide the space and each applicant will be responsible for providing their own equipment i.e. gazebo, table, chairs etc.
- The stall holders will be expected to clear their own stalls and to take away all remnants of their activities including **litter around their stall** at the close of village day.

SETTING UP – Stall holders may begin setting up their stalls from about **9.00am**.

For safety reasons, all vehicles used for servicing the stalls must be cleared from the site before 11:30 am and may not return until the event has finished at around 4pm.

No individual PA systems are permitted.

Any queries concerning stalls should be directed to Laura Hamilton on 01923 285594 e.mail info@chorleywood-pc.gov.uk .

All participants must ensure that there is, in force, adequate public liability insurance in respect of their own members, employees and/or members of the public.

The organisers will require a copy of all public liability insurance certificates, containing public liability cover of at least £2 million

If food is being served we required you food safety certificates.

If you wish to serve alcohol from your stall you **must** obtain a alcohol licence for the day from the Parish Council at the cost of £25.

***Please only return the application form on page 3. Thank you!**



APPLICATION FORM

Organisation.....Organiser.....

Address.....

Preferred phone no..... e-mail

N.B. A copy of your Public Liability Certificate is required, with public liability cover of at least £2 million. Please tick box below and attach a copy.

I have attached a copy of our Public Liability insurance certificate

I have attached a copy of our Food safety certificate

I Will be selling Alcohol

STALLS CATEGORY A / B / C (Please circle)

Please reserve Pitches. Booking fee £.....

tick below box

Cash Cheque BACS

• **Cheques made payable to:** Chorleywood Parish Council
Or

• **BACS payment** to: Chorleywood Parish Council Sort code 08-90-78 Account number 61481503 and quote name and VD as your reference.

Our activity will be:
(This information is needed to avoid clashing of activities with adjacent stalls).

- Our activity will involve the use of a generator. **YES / NO** (delete as appropriate).
- We will be selling hot food at the event. **YES / NO** (delete as appropriate).

(This information is needed to assist us in site layout and to avoid annoyance to neighbours).

Address for form to be return to;

**South Lodge
Rickmansworth Road
Chorleywood
Herts
WD3 5SL**

Please return this form and remittance (for stalls) not later than Friday 31st May 2019, Any applications after this date may not be accepted.

Your Privacy is important to us - We will store your personal data in a safe manner in accordance with the General Data Protection Regulations but will use data for advertising and publicity purposes specifically associated with Chorleywood Village Day.

I am happy to consent to my data being retained and used by the Council for the above named purposes
Written withdrawal on consent can be obtained at any time.

SignedDate

For Office Use Only

Amount Received		Public Liability		Pitch Allocated	
Account Name		Food Hygiene		Misc.	
Cheque Number		Misc.			

