



**STALL & COMMUNITY PITCH BOOKING FORM  
SATURDAY 06 JULY 2019**

On behalf of Stratton St Margaret Parish Council, we are delighted that you wish to be part of the 2019 Stratton St Margaret Festival. The Stratton Festival is the perfect platform to promote your business, and take part in a fun and free community festival full of live music, entertainment, food, drink and much, much more....

Booking is on a first come, first served basis, so please send or bring this form, with your payment, to: Stratton St Margaret Parish Council, Grange Leisure, Grange Drive, Swindon, SN3 4JY. **Closing date for bookings is 22 June 2019.**

1. I would like to book:		
STALL TYPE	TICK	
<b>Craft</b> stall in a marquee – <u>approx.</u> 2m x 2m space. Price includes a table and 2 chairs. No electricity is provided.  £30.00 per day	Open: 1200-1700	
<b>Outdoor</b> pitch outside <u>approx.</u> 3m x 3m space. Price excludes equipment.  £20.00 per day	Open: 1200-1700	
<b>TOTAL</b>		



Brief description of merchandise being sold or activity:

**Stratton Festival does not provide any equipment unless specified above. It is the responsibility of the trader to set up their pitch or stall and to provide their own equipment (including tables, gazebo etc.)**

**2. Name of stand (to be used in event publicity):**

**3. Contact details**

Name:

Address including postcode:

Mobile/Tel:

Email:

Website:

**4. If you are applying for a charity rate then you must supply your registered charity number:**



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5. Please list all the equipment you will be bringing on site, including details and sizing of any temporary structures such as gazebos, shelters, tents etc. and details of any electrical equipment (please see Terms and Conditions):

6. Any other requirements?

7. Please provide a named contact and telephone number who will be on site for the duration of the event.

8. Please provide an EMERGENCY contact and telephone number in case of emergencies on the 06 July 2019.

9. Please complete, sign and return the risk assessment template provided with this form. Please also include an up-to-date copy of your Public Liability Insurance with your booking form and risk assessment, if required.

If you intend to give away samples or sell any type of food from your stand, please include a copy of your current Food Hygiene Rating (4 as a minimum) and clearly display food allergy information.



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I enclose a cash/cheque (made payable to Stratton St Margaret Parish Council)  
for £ ..... in full payment for this stall/pitch.

I have read & understood the Terms and Conditions of the booking (over page)

Signed: ..... Name (BLOCK CAPITALS): .....

Date: .....

**RETURN THIS FORM BY 22 JUNE 2019**



**PLEASE RETAIN THIS INFORMATION**

## **GENERAL INFORMATION FOR STALL/PITCH HOLDERS**

### **Access and setting up on Saturday 06 July 2019**

- Access onto the site is from 09.00am
- **Parking for exhibitors (1 car per stand) is available in the exhibitor parking area (far end of Grange car park and turn left)**
- **You will be issued a pitch number on arrival by a member of staff. Pitch numbers will be marked on the field (or table if situated inside the craft tent)**
- The Festival opens to the public at 12.00pm
- All stall/pitch holders must be set up and ready by 11.30am
- The craft marquee will close at 5.00pm, this is when you can dismantle your stand and leave the site. **PLEASE TAKE ALL YOUR LITTER HOME WITH YOU**

### **General information for outside pitch bookings**

- All outside pitch bookings must bring everything they need to exhibit including a gazebo (if required) no larger than 3m x 3m (including ropes)
- Please bring your own water supply
- There is no electricity available, if you are bringing your own generator it must be diesel. You must inform the organisers in your return booking form if you are intending to bring a diesel generator onto the Festival premises, and no later than 28 days notice (no later than Saturday 8 June)

### **Driving on the festival site**

#### **Please note:**

- The craft tent will be located closer to the exhibitor car park this year, meaning access onto the field with a car will be prohibited.



**If access is granted by the Event Team please not the following:**

- Should you need to drive into the site please remember to display your hazard warning lights at all times and dipped beam headlights
- You must ensure you have banks men (provided by the organising team) to assist with the movement of your vehicle in the controlled designated area at all times
- There is a speed limit of 5mph for movement of any vehicle on the premises at any time
- Cars will NOT be permitted to remain on site between 11.30am and 19.00pm
- There will NOT be any vehicular movement permitted on site between 11.30am and 7.00pm
- Parking is available for all festival exhibitors and is located to the rear of the festival site. This is accessible through the end of the car park at Grange Leisure. Only one car per stall is permitted subject to limited availability. Please note that this is a first come first serve basis.

**Quick Check - Festival Facts**

**Saturday 06 July**

Festival Opens- 12.00pm (exhibitor access from 9.00am)

Festival Closes- 10:30pm

Craft & Outdoor pitches close at 17.00pm

**Queries during the festival**

The festival is staffed by stewards and volunteers.

All event staff will be easily identified by lanyards and ID passes. If you have any queries on the day, please do ask a member of the Festival for help.

**Queries before the festival**



Johanna Edwards – Events & Hospitality Officer ([events@strattonstmargaret.gov.uk](mailto:events@strattonstmargaret.gov.uk))

01793 823761 / 825525

## PLEASE RETAIN PAGES 5-9 FOR YOUR INFORMATION

### TERMS & CONDITIONS OF BOOKING

1. Payment must be made in full at the time of booking - please make cheques payable to Stratton St Margaret Parish Council. Your booking is not accepted until you have received your confirmation letter.
2. All cancellations should be made in writing. We regret that payments made are non-refundable.
3. The organisers reserve the right to cancel the Stratton Festival at any time. Stall/pitch holders will be reimbursed for their booking. Stall Holders will not be reimbursed for any other costs including any items bought in advance to sell at the Stratton Festival.
4. No rebates will be given to Stall/pitch holders booking as a result of adverse weather conditions, nor as a result of changes in performance programmes or re-siting of acts to different venues within the event.
5. The organisers will allocate your pitch according to site and programming requirements.
6. Stratton St Margaret Parish Council will not accept responsibility for the level of trading during the event. The organisers reserve the right to re-locate stalls on the day.



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7. Stall/pitch holders must only sell goods specified in their application.
8. All Stall/pitch holders will be expected to provide evidence of suitable liability insurance and any other relevant insurances and documentation where appropriate.
9. Stall/pitch holders must complete a risk assessment for this event. Please provide a copy with this booking form. Please email completed risk assessments to [info@strattonstmargaret.gov.uk](mailto:info@strattonstmargaret.gov.uk). Please take the necessary safety measures, should the risk assessment highlight any potential hazards.
10. No petrol generators are allowed at the Stratton Festival. All diesel or LPG generators must be accompanied by suitable CO2 or dry power fire extinguishers and staff must be competent in the safe operation and use of the equipment. These items must be listed on your booking form and approved by the organisers.
11. We do not supply any equipment. Please ensure that all the equipment you bring to Grange Leisure, Grange Drive is properly maintained and has passed appropriate safety checks before this event. All electrical equipment, gas bottles or generators must be properly tested and checked by a professional before the event – please make sure you bring your safety certificates along with you.
12. Stall/pitch holders will be allowed on site from 9.00am to set up their pitch. You must park in the exhibitor parking spaces. You will be informed of where these are located on the day
13. Stall/pitch holders should be aware that they are responsible for complying with the relevant Health and Safety Regulations. Further fire extinguisher guidance available from [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).
14. All Stall/pitch holders must keep their site clean and tidy, and provide bins for their immediate customers. At the end of the event, please ensure that all waste is removed



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from your pitch.

15. No vehicles or vans are allowed into public areas whilst the event is running. Failure to comply with this rule will result in the trader being removed from site.
16. You must not allow any leafleting or distribution of fliers away from your stall during the event from any employee involved with your business. Failure to prevent this will result in Stratton St Margaret Parish Council recharging you the cost of litter picking flyers or other advertising material.
17. You are responsible for the behaviour and conduct of all staff used by you at the Festival.
18. You are expected to conduct yourself in a good and orderly manner whilst at the Festival.