

ST MARTINS SUMMER FAYRE



Saturday 2nd July 2011 Football Field Behind Stan's Superstore
Pitch Holders Booking Form

Organisation/Society: _____

Contact Name: _____ **Telephone number:** _____

Email address: _____

Address: _____

Postcode: _____

Please use the notes on page 2 to help you to complete this form.

Brief Description of Activity (per pitch): (see note 1) _____

Please list equipment you will be bringing, including vehicles: (see note 2) _____

Please give detail for Health and Safety purposes any risks/hazards: (see note 3) _____

Have you included a risk assessment? - Tick box to confirm (See note 3) **YES** **NO**

Insurance Company Name (include copy of certificate): (see note 4) _____

Renewal date: ____:____:____ **Policy Number:** _____

PITCH TYPE (a standard pitch is 3m x 3m)	COST per pitch	Number of pitches required	Amount enclosed £
Charity Stall & Local Groups	Booking fee £5 plus Donation (see separate note 5 Ref donations)		£ :
Commercial Stall Multiples of 3m x 3m units	£30 per 3m x 3m section or/and each additional part thereof		£ :
Rides/Inflatable	Please contact prior to booking for terms		£ :
Catering Stalls	Please contact prior to booking for terms		£ :
		Total Enclosed	£ :

Check list for enclosures with this form:-

- Payment by cheque must be included payable to 'St Martins Summer Fayre'.
- If necessary -Copy of Insurance
- Risk assessment form –if not a note that it is to follow.

By signing below you have agreed that you have read, understood and agree to the Fayres Health and Safety Policy and that you will adhere to the Fayres rules, taking into account at all times the Safety of everyone on Fayre day.

Name: (Person responsible for Pitch) **Signature:** **Date:**

Contact email/ Telephone number (if different from above) _____

Please return your completed form **by 16th May 2011** to: **The Secretary: Joan Hayes Old School House, Overton Road, St Martins, SY11 3AR** Tel: 01691 770285 Email: joan@jamiltonupholstery.co.uk Web: smartins-online.org.uk

Any questions please telephone Pauline Hill, Pitch Coordinator on 07866 282 854 email: muddypawsmobile@tiscali.co.uk

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Notes to help you complete the Booking form:

NB. A standard pitch is 3m x 3m or multiples thereof. If you wish to negotiate a different type of pitch please ring or email the Pitch Coordinator.

- Pitch Activity:** All stall holders will be allocated a pitch according to the size and type of activity described. The position allocated may reflect health and safety requirements but will, where possible, be allocated with a view to obtaining the maximum exposure to your service/activity. Please use a separate sheet if necessary to complete this section.
- Equipment:** The type of equipment you bring may have a bearing on where we allocate your pitch. Width and position of access opening of a tent or gazebo may have a bearing on the position of your pitch. If a generator is to be used this could create disruptive noise to you or a neighboring pitch. If relevant information is not provided and proves to be a problem on the day you may not be able to use these items during the event. As all vehicles will be required to leave the ground before the fayre starts, only those with prior permission will be allowed to stay on site during the show.
- Risk Assessment:** All Stall holders **must** present a Risk Assessment prior to the event or bring one with them on the day. This only needs to be a short note detailing things such as the suitability of a trestle table to withstand the weight necessary for its use and that it is sufficient to withstand extra weight if leaned on by a member of the public. A simple short note detailing that you have thought of any hazards and have made sufficient provision to prevent accidents will be adequate. This should satisfy insurers should an accident occur. Fun Fair Rides/Displays etc will already have these documents; but we do need a copy for our records.
- Insurance:** Local groups do not need insurance. Displays and Rides/Inflatables do need their own insurance and will already have it in place; We **must have** a copy for our records.
- Charity Stall or Local Group Donations:** It is the intention of the fayre committee that your organisation should benefit from your activities at the fayre however, the fayre relies on volunteers to organise and run the event and so we do ask for a £5 booking fee in order to reserve your pitch. This helps to ensure that only participants who are serious about attending are booking spaces. Empty pitch or pitches on the day can seriously damage the success of your own activity. We also ask for a **donation** to help fund the whole event and ensure its return the following year. This amount is entirely up to your group or charity and the initial £5 booking fee can be taken into account. If this is not donated on the day we do trust that you will contact us after the event.

Pitch Holder Health & Safety

Due to new regulations regarding Health and Safety issues, we are obligated to issue advice to all participants. Please therefore take note of the points below.

Adhering to these guidelines will ensure that we all have an enjoyable Fayre.

St Martins Summer Fayre Committee

- All stall holders will be allocated a pitch according to the booking form received.
- All committee members are identifiable. Any problems, concerns or enquiries should be addressed to them personally.
- The Secretary's Office is accessible to all participants for payments, queries, Lost children etc.
- First Aid is supplied by First Responders and various committee members and volunteers who are first aid trained.
- The Health and Safety Officer's decision is final regarding the Safety, suitability or general acceptability (including good conduct) of participants.
- All participants must have suitable and relevant insurance for the day. St Martins Summer Fayre Committee is NOT responsible for insuring participants on the field. A copy of the relevant insurance certificate is required together with the booking form.
- It is the responsibility of all participants, to clean and clear the site at the end of the day, putting rubbish etc. into the receptacles provided. Failure to do so may jeopardize participation in future Fayres.
- Participants must declare to the Fayre Committee if their stall/ride has a risk element to it, and if so, provide a relevant Risk Assessment to satisfy Health and Safety issues. This should accompany the Booking Form, to allow the committee to assess suitability for inclusion into the Fayre.

N.B: St Martins Summer Fayre Committee is not responsible for the safety/well being of representatives etc. taking part in the Fayre. Participants do so at their own risk. However, the Fayre Committee reserves the right to refuse participation in the Fayre of anyone/anything they deem, unsavory or in anyway poor taste.

Alison Kynaston Jones, Chairperson

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