



Saturday 6th July & Sunday 7th July 2019

CHARITIES APPLICATION FORM

Organisation.....Charity Reg. No.....

Contact Name.....Position.....

Address.....Postcode.....

Mobile No.....Tel.....

Email* To save costs & impact on the environment we would prefer to communicate with you by email. We will not pass on your details to a 3rd Party.

Website

Please tell us about the aims and objectives and how your attendance will benefit the River Festival

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Please specify requirements, the standard pitch is **£75.00 (plus VAT)** for a 3m x 3m pitch.

Please note only 1 x 3m x 3m pitch will be offered to each Charity.



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Please note

1. Charities will need to supply their own 3m x 3m gazebos.
2. The availability of Charity pitches at the 2019 Festival will be limited and we cannot guarantee to be able to accommodate all applications.
3. Preference will be given to local groups offering activities to the public.
4. Any Charity wishing to sell goods or conduct fundraising activities on site is required to notify this in advance
5. No Food to be sold from Charity pitches. Please call us if you need to clarify.
6. Application deadline is 29th March 2019
7. Full payment is due by May 17th 2019

	Tick if supplied	Expiry date
Risk Assessment		
Public Liability Insurance certificate		



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Terms and Conditions for Traders

Please read this information carefully, it is vital for your booking. By accepting the application form on the next page you are legally binding yourself to abide by the terms and conditions of trading. Please ensure you have read them and made your staff aware of them prior to the event. Stratforward reserves the right to evict from the site anyone breaking this contract or behaving in a disorderly way.

- Pitch applications will need to be submitted by **29th March 2019**. Any applications made after this date may be considered but may be excluded from advertising materials.
- Applications are accepted on the assurance that the merchandise described on the form is all that will be sold on your stall at the Festival. Please give a thorough description, as this is a large factor in how we base our decision on who we invite to the trade. Please also give an indication of prices to be charged to customers. Stratforward reserve the right to select appropriate traders and allocate pitches.
- **Site Access** will be available from 10am on Friday 5th July and site take down will be from 7pm on the Sunday 7th July and on the morning of Monday 8th until 10.30am – no security will be in place on the Sunday night.
- **Vehicles** are not permitted on site during the hours of the Festival. Unfortunately the District Council who own the site charge for parking, we will endeavour to secure subsidised parking nearby.
- **Camping** is not permitted on the Recreation Ground at any point.
- The River Festival will not accept liability for any loss or damage to persons or equipment.
- No application will be considered without an appropriate and a **current risk assessment** and copy of **public liability insurance**, to a minimum value of £2 million.
- Each stall must have an appropriate **first aid kit**.
- There is a **no glass, single use plastic bags or plastic straw policy** for the site.
- There will be **no amplified noise** as part of your stall.
- All mobile caterers and non-food/drink stalls, must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995, Food Safety (Temperature Control) Regulations 1995, The Food Safety Act 1990, and the Health and Safety at Work etc. Act 1974 as applicable.
- **Generators** are not permitted on site. Electricity can be supplied via connection to council power points at a further charge, your exact requirements must be supplied to us in advance.
- All electrical equipment will carry **PAT/electrical safety certification**; this must be available for inspection at the event. As far as practicable, all electrical equipment shall be located so that it cannot be touched by members of the public or unauthorised workers.
- Each stall is to be responsible for the cleanliness of their pitch, both back and front, including the public area in front of the stall.



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- Recycle as much as your waste as possible. Take your rubbish to the main refuse area at the vehicle site entrance.
- No refund of a deposit or payment will be made after a booking is confirmed for any reason.
- In the event of cancellation after payment the total cost will be forfeited.
- No refund will be forthcoming in the event of cancellation due to flooding or any other natural factor.
- No refund will be forthcoming in the event of cancellation due to terrorism threat.
- For those of you who have not attended the River Festival before the Recreation Ground postal address is:-

Swans Nest Lane, Stratford-upon-Avon, CV37 7LS

If selected I wish to pay by cheque

Please make your cheque payable to Stratforward and return to, Stratforward, First Floor
10-11 Sheep Street, Stratford-upon-Avon, CV37 6EF.

I wish to pay by BACS

I require a receipted VAT invoice for my records

I understand and agree to the terms and conditions:

Signature

Please print name

FURTHER DETAILS, LAYOUT, SET UP TIME, PROGRAMME ADVERTISING RATES ETC. WILL FOLLOW IN DUE COURSE.

If you have any queries please call the events team on 01789 299011 or email:
ruth@stratforward.co.uk

[Please supply any further details here](#)