



BRACKLEY COMMUNITY CARNIVAL

10th June 2017

Theme: Magic and Mystery

www.brackleycommunitycarnival.org.uk

c/o 88 Johnson Ave Brackley NN13 6JF

E-Mail: booking@brackleycommunitycarnival.org.uk



CARNIVAL CRAFT TENT BOOKING FORM

About Your Business/Organisation:			
Name			
Organisation type (Please select one)	Business	Charity	Not-for-profit organisation

THE COST FOR 1 STANDARD TABLE IS £20

About You	
Your Name Mr/Mrs/Miss/Ms	
Your Address	
Postcode	
Phone Numbers	Tel: _____ Mob: _____
Email Address	

About Your Stall	
Number of tables requires @ £20	Cheques should be made payable to Brackley Community Carnival Total £
Contact name and number on carnival day	
What will you be selling/promoting	
Vehicle type and registration number requiring access to your Stall	
Special requests or requirements We will do our best to accommodate your needs	

Please note tables are approx. 2m x1m if you require a chair please bring one with you.

Wristbands	
Please note you will receive 1 FREE wristbands per standard pitch booking. Please note ALL adults entering the Carnival field will need a wristband. Wristbands can be purchase through schools or local business If you require more for additional members of your group. Please return a cheque along with this booking form	
Number of wristbands required:	@ £5.00 = £

DECLARATION		
I have read the "Event Terms and Conditions document" and agree to comply with the conditions set out therein (Signatory must be over 18 years of age) Please complete and sign this form and return it to the above address ASAP		
Signature:	Print Name	Date:



BRACKLEY COMMUNITY CARNIVAL

10th June 2017

Theme: Magic and Mystery

www.brackleycommunitycarnival.org.uk

c/o 88 Johnson Ave Brackley NN13 6JF

E-Mail: booking@brackleycommunitycarnival.org.uk



EVENT TERMS/CONDITIONS

IT IS THE STALL HOLDER / EXHIBITOR / CONTRACTORS RESPONSIBILITY TO BE AWARE OF AND CONFORM TO THE CURRENT REGULATIONS AT ALL TIMES DURING THE EVENT.

ALL PERSONS AND VEHICLES MUST FOLLOW THE INSTRUCTIONS OF THE MARSHALS AND OBSERVE ALL SAFETY INSTRUCTIONS AND GUIDANCE IN ALL DOCUMENTATION.

LIABILITY:

Brackley Community Carnival recognises it has a duty of care to all attendees however we cannot accept or be held liable for any injury loss or damage to persons or property however caused.

RISK ASSESSMENTS:

All stall holders, exhibitors and entertainers must complete and hold a copy of their risk assessments for their stall/activity, a guide to carrying out a risk assessment and a blank form is available on the website.

INSURANCE:

It is advised that all stall holders carry their own public liability insurance as Brackley Community Carnival cannot insure or be liable for your stall or the area around it.

SPACE ALLOCATION:

Allocation of space is at the sole discretion of the organisers, we will endeavour to meet any requested for particular requirements but this cannot be guaranteed please let us know at time of booking if you have any special requirements.

CRAFT TENT BOOKINGS INCLUDES 1 STANDARD TABLE WHICH ALL GOODS MUST FIT ON.

ELECTRICITY/ELECTRICAL DEVICES:

No electricity is available on site, Generators are not allowed for craft tent bookings.

All electrical items used on site must be fit for purpose and meet the necessary regulations. If you are using electrical equipment you must have basic firefighting equipment available suitable for use on electrical fires.

ACCESS:

No access to the Carnival site is permitted before **4.30pm** on Friday 9th June unless written permission is given by the site manager or safety officer, the site closes at 9pm on the 13th June no access in or out is possible after this time. The Carnival opens at 8am on the 14th of June for set up of the Carnival. All vehicle movements will stop at **10.30am prompt**, as a result all vehicles must be parked by this time.

During the Carnival there will be no vehicle movements. Announcements will be made when the site re-opens for vehicle movements. This will be at 5pm approx, or when the Carnival finishes.

Should an emergency arise and you need to move a vehicle please contact the organiser and we will assist you with moving your vehicle.

No vehicles over 3500kg gross are allowed on to the site unless previously agreed with the organisers (parts of the site are unsuitable for heavy or high vehicles) we can accommodate larger vehicles as long as we have prior notice.



BRACKLEY COMMUNITY CARNIVAL

10th June 2017

Theme: Magic and Mystery



www.brackleycommunitycarnival.org.uk

c/o 88 Johnson Ave Brackley NN13 6JF

E-Mail: booking@brackleycommunitycarnival.org.uk

We also request that stall holders with vehicles over 11ft/3.4m in height inform us prior to the event, as assistance will be needed to site these vehicles appropriately, As various height restrictions exist on site. Please let the gate marshals know if your vehicles is or you think it is over this height, drivers who ignore this advice and the height restriction notices will be held responsible for any damage caused.

PARKING:

Parking is very limited on the Carnival site, in some circumstances you may be required to remove your vehicle from the site, please be aware if you need a vehicle on your pitch you will need to have a large enough pitch to accommodate this, only one vehicle per pitch.

RUBBISH:

All rubbish generated by stall holders, exhibitors and contractors **must** be removed and taken away by yourself at the end of the event, the pitch area must be left clean and tidy.

TIMES:

The Carnival site opens at 8am on the 10th of June for the setting up of the Carnival. All vehicle movements will stop at 10.30am prompt, as a result all vehicles must be parked by this time. All stalls and exhibits must be set up and ready to operate from 11:00am when the Carnival begins. Vehicles will NOT be allowed to move from their pitches until **5:00pm** or at the discretion of the carnival organisers.

VEHICLE AND STAFF PASSES:

All vehicles and people entering the Carnival site will need an entry pass, you will be issued with one vehicle pass and two staff passes by the booking team. If additional passes are required they can be purchased prior to the event, see booking form for more details.

PAYMENT/DEPOSIT CANCELLATION:

If you cancel your booking within 2 weeks of the event and your space cannot be re-sold no refund will be given. Should the event be cancelled refunds will be made where possible.

FOOD AND DRINK:

Please note; **NO** hot and cold take away food or drink stalls are allowed without permission.

The food concessions at the Carnival are let by tender. Cake and sweet type stalls are fine please contact us for clarification on this.

PRICES:

- Craft tent Standard table £20

If you have any questions, please let us know, we are here to help and aim to run a friendly community event. We have to outline the details on this document by law. Thank you very much for supporting Brackley Community Carnival we wish you every success.

Looking forward to another great event!

Brackley Community Carnival