



Brackley Carnival

10th June 2017

Theme: Magic and Mystery

c/o 88 Johnson Ave Brackley NN13 6JF

Tel 07778 629876

www.brackleycarnival.org.uk



E-Mail: booking@brackleycommunitycarnival.org.uk

EVENT TERMS/CONDITIONS & BOOKING INFORMATION

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 blank form will be supplied with you booking information pack

COMMERCIAL OPERATORS MUST SUPPLY A COPY OF THEIR RISK ASSESSMENT AND INSURANCE IN ELECTRONIC FORM OR 3 HARD COPIES TO THE BOOKINGS ADDRESS 28 DAYS PRIOR TO THE EVENT

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.

ELECTRICITY/ELECTRICAL DEVICES:

No electricity is available on site, if generators are to be used they must be of the silent type and meet the necessary safety regulations, generators which are causing a nuisance will be required to be switched off. Sensible precautions should be used when refuelling generators



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along with the storage of fuel. Generators must be fenced off. Care must also be taken when positioning generators to prevent the risk of fire or nuisance to other stall holders.

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 fire fighting equipment available suitable for use on electrical fires.

ACCESS:

No access to the Carnival site is permitted before **5pm** on Friday 9th June unless written permission is given by the site manager or safety officer, the site closes at 9pm on the 12th June no access in or out is possible after this time. The Carnival opens at 8am on the 13th 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.

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 you 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.



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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.

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.

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!

Kind Regards

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BOOKING FORM

PRICES:

Standard commercial pitch this includes 1 vehicle pass & 2 staff passes	5mx5m	£30.00
Registered Charities and recognised groups	5mx5m	free
Larger pitches are available please contact us for prices		
Banner advertising space (minimum charge is 3 meters)		£5.00 per meter

COMPANY/ORGANISATION DETAILS:

NAME		
ADDRESS		
EMAIL		
TEL NO		
MAIN ACTIVITY/TYPE OF BUSINESS		
TYPE OF ORGANISATION	Select one (PLEASE GIVE DETAILS).....	
SIZE OF OUTSIDE PITCH REQUIRED		
STANDARD PITCH IS 5MX5M		
CONTACT NAME		
CONTACT NUMBER AT EVENT		
Special requests or requirements, We will do our best to accommodate your needs		



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STALL / PITCH DETAILS:

WHAT WILL YOU BE SELLING/PROMOTING	
VEHICLE TYPE AND REG NUMBER REQUIRING ACCESS TO YOUR PITCH	
NUMBER OF PASSES REQUIRED PLEASE NOTE THESE ARE LIMITED TO 2 FREE PASSES PER STANDARD PITCH YOU CAN PRE ORDER MORE @£5 EACH	
SIGNED.....	PRINT NAME: DATE:

BY SIGNING THIS FORM YOU AGREE TO THE TERMS AND CONDITIONS ABOVE

Please return your completed booking form along with a cheque made payable to:

‘Brackley Community Carnival’ and send to

88 Johnson Ave Brackley NN13 6JF

Thank you for supporting Brackley Community Carnival