



St. Richard's Canal Festival 2019

Vines Park, Droitwich

Saturday 4th - Monday 6th May, 10am - 5pm

CHARITY/COMMUNITY BOOKING FORM



YOUR DETAILS				Details for Event Website <i>if different</i>	
Name of Charity/ Community Group					
Contact					
Address				Postcode:	
	Home:			Mobile:	
Telephone					
Email					
What are you doing on your stall?					
Food/Drink Stalls: State which local authority you are registered with					
Public Liability Insurance (Please enclose a copy)	I hold my own Public Liability Insurance, which is valid during the date of the event <input type="checkbox"/> Any Comments:				
Health and Safety: 1. Will you be doing any cooking on the stall/selling temperature controlled food and/or drink? 2. Do you perceive any H&S risks?	<i>If YES, please submit a risk assessment</i>				
Do you have any specific access needs to set up your stand e.g. size of vehicle, trailer?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If YES, please submit details</i>				

CHARITY/COMMUNITY BOOKING FOR VINES PARK								
Item	Day	Location – number required				Electricity		Total
		Premium		Other				
		Cost	No.	Cost	No.	Cost	Tick	
Pitch Only Prices are based on a 3x3m pitch (larger pitches are available) <i>Please indicate pitch size*</i>	3 Days	£65		£23		£15		
	Saturday	£40		£30		£5		
	Sunday	£25		£10		£5		
	Monday	£25		£10		£5		
Table in marquee (per day)	Sat/Sun/Mon	State which days:		£10		£5		

***If you require a larger pitch then a higher charge will apply e.g.
a 4.5m frontage increases charge by 50%; 6m frontage will be charged as 2 pitches.
There is a discount on Stall Charges of 10% for 2 days. There is no discount on electricity.
You must supply your own gazebo/stall/equipment. Tables can be made available for marquee bookings.**

Would you like to advertise in programme and/or website? Tick all boxes which apply.									
Full Page 89mm W x 200mm H		1/2 Page 89 W x 97.5 H		1/3 Page 89mm W x 63.5mm H		Website Advert		Website Listing	
£50		£30		£15		£10		£8	

Please state your Charity Number:

ELECTRICITY REQUIREMENTS (if applicable)	
See Exhibitor General Terms and Condition of Booking note 14	
All electrical items you wish to use on your stand must be listed below	
Item	Wattage

PAYMENT	
Payment is due in full as soon as possible to secure your stall/space/advertising. All payments must reach us by 31st March 2019.	
Payment by cheque	Please make cheques payable to: Worcester Birmingham & Droitwich Canals Society
Payment by BACS	Account: The Worcester Birmingham & Droitwich Canals Society Bank: Lloyds Bank PLC Account: 00061476 Sort Code: 30-96-97 <i>Please use the reference 'SRCF' along with your full trading name</i>

AGREEMENT	
<i>GDPR policy statement details are in the terms & conditions. I have read and understood the St. Richard's Canal Festival 2019 general terms & conditions and agree to be bound by them.</i>	
SIGNATURE:	
PRINT NAME:	

FINAL CHECKLIST & BOOKING	TICK BOXES
Booking Form	
Public Liability Insurance Certificate	
Payment	Cheque Enclosed
	BACS
Risk Assessment (if applicable)	
Advert: Please send in pdf or high-resolution jpg format to the email address below	
Website – Please send in pdf or high-resolution jpg format to the email address below (contact details, product description, logo, image and address of your own website)	
<p>Please send your application by 31st March 2019 to: St Richards Bookings (CC2019) 13 Harvington Road, Broom Park, Bromsgrove, B60 2BA</p> <p>For any further information please email: strichardsinfo@wbdc.org.uk or visit www.strichardsfestival.co.uk</p>	

