



Hullbridge Parish Council

98 Ferry Road, Hullbridge, Essex SS5 6EX



01702 232038 web: www.hullbridgepc.co.uk

Email: clerk@hullbridgepc.co.uk

Facebook: www.facebook.com/pages/Hullbridge-Parish-Council

Clerk to Council; Anne-Marie Bates



ENTERTAINMENT - BOOKING FORM

HULLBRIDGE CHRISTMAS FAYRE & LIGHT SWITCH ON—SAT 5TH DECEMBER 2020
POOLES LANE CAR PARK & HCA COMMUNITY CENTRE, FERRY ROAD, HULLBRIDGE.
15:00—18:00. LIGHT SWITCH ON 17:45.

OUTSIDE ENTERTAINMENT PITCH - (Pooles Lane car park)

£40 fee per pitch

Entertainment type:

Pitch size required, including safety area (if required)

Height Restrictions: (some areas have overhead lighting) YES/NO.

If yes give details.....

Any other requirements:

Using your own free standing gazebo: YES/NO

Require vehicle behind stall (max 1 vehicle): YES/NO (alternative parking available)

Using a generator (no petrol): YES/NO

Confirm by ticking box that a copy of Public Liability Insurance & any other associated documents (e.g. Food & Hygiene) are ENCLOSED

Name of organisation/company/stall holder

Position within organisation.....

Address

Tel No Mobile.....

E-Mail address:.....

Signed..... **date**.....

I/We acknowledge that if necessary only one vehicle may be parked behind the stall and that it cannot be moved until the end of the event. I/We understand stall set up may commence no earlier than 10am on the morning of the 5th December 2020 and should be decorated appropriately with everything being removed at the end of the event, including litter around your stall. All other vehicles must be moved by 2pm when there will be no vehicle movement until after 18:00.

Terms & Conditions: See page 2 for our Terms and Conditions. By signing this document and making a booking confirms that you have read and agree our Terms & Conditions.

Parish Council use only—Only to be completed by Hullbridge Parish Council.

PAID

Public Liability Insurance Certificate..... (in date) Food & Hygiene Certificate.....(in date)

Food Rating Certificate..... (in date) Risk Assessment docs.....(in date)

Other associated Docs (in date)

Comments.....



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Hullbridge Christmas Fayre, Sat. 5th December 2020

BOOKING/EVENT TERMS & CONDITIONS

YOUR PITCH

Your pitch size is (3m x 3m) unless you have stated otherwise on the booking form. Your stall/pitch must not be sub-let to any other party. We aim for a variety of stalls but cannot guarantee there will not be other stalls of a similar nature.

SET-UP AND PRESENTATION OF STALLS/PITCHES

There will be no admittance to the venue before the stated set-up time of 10am. Please note we do not offer any gazebos or other weather protection. We carefully plan allocation of spaces, prior to the event, so space allocation/position cannot be deviated from our allocation plan. Stalls must be fully set-up before the event starts and all tables must be well presented and set-up safely. You must ensure that all display racks/shelves, lighting or signs or any other stall furniture are stable and secure and will not cause any hazard or obstruction to any member of the public, staff or stall holders and animals. It is prohibited to move your table/pitch to another location, (unless due to unforeseen circumstances the event organiser requests you to move – which if required assistance will be given) or if we deem your display to be unsuitable, create a hazard or for any other legitimate reason. The tables/pitches have been set out to provide a safe entry and exit for all concerned and to provide as much room as possible for visitor safety. Stalls/pitches must not be dismantled until the advertised closing time.

TRADING STANDARDS

All exhibitors selling food items must provide a current food hygiene certificate with their booking.

CHILDREN

Children under the age of 14 years are not permitted to remain at the stall unless supervised by an adult stallholder.

BEHAVIOUR

Stall holders and/or their helpers must conduct themselves in an orderly manner and must not use obscene language. Abusive or anti-social behaviour whilst on site, by stallholders or their associates, will result in instant dismissal from the event. Abusive behaviour, either verbal or written, towards Hullbridge Parish Council staff and/or its Councillors, contractors or visitors will not be tolerated and will result in instant dismissal from event and any future events.

BOOKING & PAYMENTS

Bookings will only be processed if accompanied with the booking form, correct fee and required certificates.

Preferred payment method is BACS (Sort code: 60-83-01, Account number 20272300) **PLEASE ENSURE YOU STATE YOUR "STALL NAME" IN THE PAYMENT REFERENCE BOX WHEN PAYING BY BACS OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT AGAINST YOUR BOOKING FORM WHICH WILL AFFECT YOUR BOOKING.**

Alternatively you can pay by cash or cheque, made payable to HULLBRIDGE PARISH COUNCIL, All payments are non refundable. Please do not send cash by post.

CAN WE PAY ON THE DAY OF THE EVENT?

Fees are to be paid prior to the event unless agreed with the Clerk.

PUBLIC LIABILITY INSURANCE

All Stall holders must have their own Public/Product Liability Insurance. Your stall/pitch must be manned at all times. It is your personal responsibility to ensure you trade legally and safely at all times. In addition, we are not responsible for damage to or theft of your stock/property whilst you are attending our event. You agree to indemnify Hullbridge Parish Council, the event organiser from any claim that may be made by any third party.

CANCELLATION OF CHRISTMAS FAYRE.

Hullbridge Parish Council will put in place all reasonable plans and efforts to ensure that the Christmas fayre goes ahead as advertised. However, we cannot be held responsible for circumstances which are outside or beyond our control which lead to a change in, or cancellation of the Event. In the unlikely event of the Christmas fayre being cancelled or the venue being unavailable we will endeavour to arrange another date in the near future. Once a booking has been confirmed booking fees are non-refundable.

OUR ASSURANCE

As with any event, we cannot guarantee visitor numbers but we will do our utmost to ensure that you have a successful Event, bad weather or interruption of power or services is out of our control. Hullbridge Parish Council reserves the right to amend these terms and conditions at any time and without prior notice.



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Dear Sir/Madam

Hullbridge Parish Council are holding their Annual Christmas Fayre on **Saturday 5th December 2020 between 15.00hrs – 18.00hrs**. If you are interested in participating this year we have attached our booking form.

The event will be taking place in the Pooles Lane Car Park, Ferry Road, Hullbridge, also in the HCA Community Centre. There will be a variety of Stalls, Entertainment, Refreshments and Santa will arriving by Horse Drawn Carriage at 16.30hrs and a Guest will be turning on the Lights at 17.45hrs.

The Parish Council will provide overall management and entrance to the event is free.

We would ask that you fill out and return the attached booking form to the above address and include a copy of your Public Liability Insurance, correct fee and other associated documents.

There is a fee of £40 per pitch, payable in advance at time of booking. Your booking will be confirmed once we are in receipt of your booking form, relevant documents and fee payment.

Please refer to our Terms & Conditions for full details.

If you should have any queries, then please do not hesitate to contact us.

Yours faithfully

Anne-Marie Bates
Clerk to the Council

Chairman: Cllr Miss A. Marriott Vice Chairman: Cllr D. Elwell

Councillors: Cllr J. Chaffin, Cllr D. East, Cllr Mrs W. Stevenson
Cllr D. Jeffery, Cllr E. Smith, Cllr Mrs L. Campbell-Daley
Cllr I Kenlin, Cllr K Ager, Cllr D Heales, Cllr Ms. S Thomas and Cllr P White.

