



BLAKENEY PARISH COUNCIL

The Parish Office, Langham Road, Blakeney, Holt, Norfolk, NR25 7PG

Tel: 01263 741106

Email: clerk@blakeneyparishcouncil.co.uk

Clerk to the Council – Mrs Tracey Bayfield (Cert H.E. Local Policy)

PARTY ON THE PASTURES!

Sunday 18th August 2019 - 11:00am – 10:00pm

THE PASTURES, NEW ROAD, BLAKENEY, NR25 7PG

(Opposite the Village Hall/Playing Field on the Coast Road)

BOOKING FORM

In signing the contract you agree to pitch hire as outlined and confirm that you have read and understood the attached terms and conditions.

Contact Name:	
Organisation (if applicable):	
Address:	
Telephone: Mobile:	
Email:	
Website:	

General Data Protection Regulation: The Council's Privacy Statements can be viewed on the Parish Council website www.blakeneyparishcouncil.co.uk

STALL HOLDING: *Please note gazebos and furniture are not provided; you must bring your own table. We only have a limited number of pitches inside the marquee and these will be allocated at the committees' discrepancy.*

- Local Interest Group/*Registered Charity Pitch (Outside) FREE
Must state size of pitch _____ & *Reg No. _____
- Outside - 1 x 3m pitch £30.00
- Outside - 1 x 6m pitch £60.00
- Catering Unit – Pitch fee TBC with individual
- Stallholders in Marquee 1 x 3m pitch (bring own table) £40.00
- Stallholders in Marquee – 1 x 6m pitch (bring own table) £80.00
- Car boot pitch (average car size) – **second hand goods only/no trade or catering** - £6.00



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PLEASE GIVE CONCISE DESCRIPTION OF PROPOSED STALL ACTIVITIES/MERCHANDISE as we wish to avoid direct duplication where appropriate:

NB. Access to the venue is from 8.00am, set up to be complete by 10:30am. Should stalls wish to leave before the end of the event, then they may leave at 6:00pm but not before!

***Car Parking will not be permitted on site, due to limited space and safety. The nearest car park is across the road at The Village Hall Car Park and the rear will be cordoned off to allow those who are trading and performing to park for free, however, this will be on a first come first served basis. There will be an overflow car park on Langham Road (if you end up parking here, please advise the attendant that you are attending The Party on The Pastures in an official capacity, give your Business name, and you will be permitted to park for free). The usual village car parks will also be in operation, some are free, and others are P&D. (We will allow the car booters to have their car with them.)**

***Please make cheques payable to: BLAKENEY PARISH COUNCIL
Full Payment must be sent with the Booking Form. No cheques will be banked until after 1st April 2019.***

Refunds will only be given if the event is cancelled by Blakeney Parish Council, Events Committee.

Please see the attached Terms & Conditions and note the paperwork which must be sent at the time of booking in order to secure the stall.

Please send/email a copy of your Public Liability Insurance and any Risk Assessment for your pitch and a copy of your Food Hygiene Certificate where appropriate along with your Booking Form and payment so long as it covers the event date. If not, then when you have renewed your cover.



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Any questions? Then please contact; Tracey Bayfield, Clerk to the Parish Council on 01263 741106 or email: clerk@blakeneyparishcouncil.co.uk

Post to: Blakeney Parish Council, The Parish Office, Langham Road, Blakeney, Holt, Norfolk, NR25 7PG.

The Pastures venue is served by the 'Coasthopper' bus service which stops adjacent on the Coast Road. The Pastures is also clearly visible by all those driving along the A149, and so we expect a super turnout.

We look forward to working with you, and more importantly we hope this will prove to be a great day for all! ☺



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TERMS & CONDITIONS FOR STALL HOLDERS

Party on The Pastures – Sunday 18th August 2019

1. **Cancellation:** No refunds will be given unless the event is cancelled due to extreme bad weather, by Blakeney Parish Council, in which case a refund of the full pitch fee will be given. Blakeney Parish Council will not be liable for any further expenses incurred.
2. **Behaviour:** The hirer accepts responsibility for the behaviour of all personnel attending. Any damage caused to the area during the course of the event will be the responsibility of the stallholder to make good. Please keep noise levels to a minimum and respect the other exhibitors.
3. **Noise:** Any amplified sound must be kept at a reasonable level. Event organisers reserve the right to request sound levels are lowered or equipment turned off.
4. **Electrical Equipment:** There will be no electricity supply to this external site.
5. **Generators:** Any generators to be 30 milliamp circuit breaker type and kept away from public access.
6. **Cylinders:** Any petrol or gas cylinders to be kept well away from generators and public access.
7. **Indemnity:** The hirer shall indemnify Blakeney Parish Council against all third party liability arising during premises use and liability from any loss or damages, arising from the event area not being available due to circumstances beyond our control. We strongly recommend hirers take out indemnity insurance by way of Public Liability Insurance. Any stall involving food must always be covered by a Food Hygiene Certificate.
8. **Personal Property:** All property brought onto the premises is done so entirely at the owners risk.
9. **Bouncy Castles:** The use of bouncy castles is permitted only with the consent of the management. A separate disclaimer form must be completed for bouncy castles which will be the sole responsibility of the stallholder.
10. **Decoration:** No materials should be affixed to Parish Council property or grounds using anything which will leave a permanent mark. Decorations are the stallholder's sole responsibility to put up and must be removed.
11. **Car Parking:** General Car Parking will not be permitted on The Pastures field. All vehicles must be removed from the field by 10:30am at the latest. Car Park Stewards should be obeyed at all times. Only vehicles needing to unload/load will be permitted to stop on The Pastures driveway, and they must then park in one of the village car parks. You will not be permitted to park on The Pastures driveway as access must be maintained at all times for residents.
12. **Departure:** The hirer should leave the immediate area in a clean and orderly state prior to departure, taking all rubbish away with them and have cleared their pitch by 11:00pm. The area should be vacated in a quiet and orderly manner respecting the neighbouring residential properties.
13. **Non Entry:** Blakeney Parish Council Events Committee, reserves the right on the day to refuse admittance to any trader that is perceived to be undesirable.
14. **Site:** All trade stands and car boot pitches will be marked and the position is at the discretion of the organisers whose instruction on the day must be followed.
15. **Leaflets:** No leaflets to be put on car windscreens in any of the village car parks.
16. **Prices:** Catering stands and rides etc, must clearly display their prices.



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Your booking will not be considered as confirmed until this form has been acknowledged by the Parish Clerk by way of receipt of full payment.

I/WE* THE UNDERSIGNED, CONFIRM THAT I/WE* WILL COMPLY WITH THE TERMS AND CONDITIONS & THAT I/WE HAVE PUBLIC LIABILITY COVER*/FOOD HYGIENE CERTIFICATE*/RISK ASSESSMENT*

(Please delete where not applicable and supply copies of paperwork.)

Signature of Stallholder

PRINT NAME

Date

Parish Council Clerk

Date

FOR OFFICE USE ONLY /RECEIVED CHECKLIST:

- | | |
|--------------------------------------|----------------|
| 1) Completed Booking Form | Yes – No – N/A |
| 2) Full Payment | Yes – No – N/A |
| 3) Public Liability Insurance | Yes – No – N/A |
| 4) Food Hygiene Certificate | Yes – No – N/A |
| 5) Risk Assessment | Yes – No – N/A |

Booking accepted by Committee – YES / NO

Date: