

STALL HOLDER BOOKING FORM
HERTFORD PLAY DAY 2019

EVENT DATE: WEDNESDAY 7th AUGUST EVENT OPENING TIMES: 11AM – 4PM

**LOCATION: PARLIAMENT SQUARE / BIRCHERLEY GREEN / HERTFORD THEATRE GREEN
/ MAIDENHEAD STREET**

CONTACT NAME:
BUSINESS TRADING NAME:
TYPE OF BUSINESS / ACTIVITY
BUSINESS ADDRESS:
TELEPHONE:
EMAIL:

Stall/Pitch Options and charges – NO POWER SUPPLY AVAILABLE

Please tick pitch required

- | | |
|---|------------------------------|
| 1. Fee* based activity stand with own 3 x 3m gazebo
(Any activity where the public are charged a fee to participate) | £25 <input type="checkbox"/> |
| 2. Large Business Promo Stand with own 3 x 3m gazebo
(Soft Play Centres etc) | £20 <input type="checkbox"/> |
| 3. Free activity stand with own 3 x 3m gazebo
(Where activities are free of charge to the general public to promote services) | £15 <input type="checkbox"/> |

***Please can we ask that fees are kept as low as possible for this community event, thank you**

Hertford Town Council reserves the right to decline stallholders a pitch if not appropriate for the event or if a vendor has already secured a pitch selling similar product

If you would like to proceed with booking, then please read the information on the next page to find out how to secure your space.

IMPORTANT INFORMATION

To secure your pitch please send:

- Full payment (no deposits - cheques to be made payable to 'Hertford Town Council' please state on the back on the cheque the name of the event you are booking onto and also your business trading name.

Please attach copies of:

Booking Form
Public Liability Insurance
Risk Assessment

Alternatively you can make a card payment over the telephone by calling the Customer Services Team on 01992 552885.

Please ensure you state the business name, event that you are booking onto and confirm that the booking form has been sent to Ausra Bitinaite (details below) along with relevant certificates and insurances, as outlined above.

- **Bookings are taken on a first come first basis and spaces cannot be held**
- **Bookings cannot be processed without the documents outlined and your payment will be returned**

Please return to

Ausra Bitinaite
Town Centre Officer
Hertford Town Council
Hertford Castle
Hertford
SG14 1HR

Or ausra@hertford.gov.uk

Refunds

Please note that once you have made payment, Hertford Town Council will not offer a refund of the stall fee, except in extreme circumstances, where we are able to replace the booking sufficiently.

Weather

Please note that events will go ahead regardless of weather conditions.