

## **Important Information**

**PLEASE READ & COMPLETE THE ENTIRE FORM, MISSING INFORMATION MAY DELAY YOUR APPLICATION.**

### **Weather**

Events will go ahead if it rains. If, for safety reasons due to the adverse weather conditions (decisions will be made at the discretion of Hertford Town Council), the event is cancelled you will be notified by 12pm on the Friday before the event day. If you have received no communication from us, detailing that the event is cancelled by the Friday before the event, then the event will go ahead as planned.

### **Refunds**

Please note that once you have returned the booking form and made payment, Hertford Town Council will not offer a refund on the pitch secured. If you are unable to attend, please let us know as soon as possible, and if we are able to rebook your allocated pitch, then we will potentially be able to reimburse the amount paid.

### **COVID-19:**

A review date for each event is in place to assess the situation and decide whether the event will take place. Hertford Town Council reserve the right to cancel the event and will notify you if this happens. In the event of a cancellation due to Covid-19, you will be eligible for a full refund or the option to transfer your deposit to the next year.

**Traders are responsible for ensuring that they and their customers, adhere to all Government guidelines regarding COVID-19 when at, queuing or adjacent to, their stall.**

### **Please Note:**

- **Pitch sizes are specified below as they vary from event to event. For more information on this please contact Debbie Baker on the details provided below.**
- **No vehicles or equipment can be left on site overnight.**
- **Cars cannot be left on the lawn during the event or in the car park.**
- **Width restrictions accessing the grounds for large vehicle (Main lawn access: smallest width 3 metres, there's a tight corner. For long vehicles a site visit is recommended – Island lawn access: smallest width 2.2 metres)**
- **Traders must provide a waste bin for their customers and ALL trade waste must be taken away.**
- **NO trade waste can be put in bins provided by Hertford Town Council. Traders caught doing so will be fined £50 and may be refused a pitch at other events.**
- **Traders are responsible for the health and safety of themselves and their staff on site and should provide accident & incident report forms to the event coordinator should they occur on site.**
- **Monitoring of wind speeds are essential and should be shared with event management if requested.**

Hertford Town Council offices are open Monday to Friday 9.00am until 5pm (4pm on Fridays). The event coordinator works part-time. Outside of these hours e-mails and telephones are not continuously monitored. If your e-mail has not been replied to by Friday 12noon before the event please call 01992552885.

**If you would like to proceed with your booking then please complete the booking form and return along with:**

- **Please attach copies of your HACCP plans, safe systems of work or method statement, public liability insurance, latest inspection report, registered PIPA or ADiPs & operating instructions (this applies for any generators brought on site also).**
- **Risk Assessment** to cover event (guidance can be found on our website page as follows: <https://www.hertford.gov.uk/event-stall-holder-information/>)
- **Payment.** Full payment is required to secure the pitches. – cheques to be made payable to 'Hertford Town Council', please state on the back on the cheque the name/s of the event/s you are booking onto and also your business trading name). Alternatively, you can make a card payment over the phone by calling Debbie Baker on 01992 552885 or a BACS payment.

Bookings cannot be processed without these documents and your cheque will be returned.

Please return to: Debbie Baker, Hertford Town Council, Hertford Castle, Hertford, SG14 1HR

Telephone number: 01992 552885, Email address: [Debbie.Baker@hertford.gov.uk](mailto:Debbie.Baker@hertford.gov.uk)

**Confirmation of booking will be sent via e-mail once your booking has been processed and accepted. Further information regarding the event set up, arrival times, facilities etc will be sent via e-mail at least one week before the event (check your junk mail if you have not received this).**

- Please tick if you would like to be kept up to date with opportunities from Hertford Town Council.  
Hertford Town Council's Privacy Notice can be viewed online at [www.hertford.gov.uk/subscribe](http://www.hertford.gov.uk/subscribe)

**I confirm I have read and understood the above information and agree with the terms of booking.**

Signature:.....

**STALL HOLDER BOOKING FORM**  
**BOUNCY CASTLES 2022**

<b>CONTACT NAME:</b> .....
<b>BUSINESS TRADING NAME:</b> .....
<b>PRODUCTS SOLD (specify exactly what you will be bringing and detail a full description of the stall)**:</b> ..... .....
<b>ADDRESS:</b> .....
<b>TELEPHONE:</b> .....
<b>EMAIL:</b> .....

**No power can be provided, if required please bring your own source of power.**

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| 1. <b>Cars at the Castle</b> (Island Area) – Sunday 15 <sup>th</sup> May ( <b>no power</b> )                       | £75  |
| Max Size 10 metres by 10 metres  |      |
| 2. <b>Teddy Bears’ Picnic</b> (1 x Main Lawn & 1 x Island Area) – Sunday 24 <sup>th</sup> July ( <b>no power</b> ) | £180 |
| Max Size 10 metres by 10 metres per pitch  |      |
| 3. <b>Rock at the Castle</b> (Island Area) – Sunday 7 <sup>th</sup> August ( <b>no power</b> )                     | £250 |
| Max Size 20 metres by 10 metres  |      |
| 4. <b>Heritage Day</b> – Sunday 11 <sup>th</sup> September ( <b>no power</b> )                                     | £80  |
| Max Size 10 metres by 10 metres  |      |

**Power Supply**

Hertford Town Council no longer allow Petrol generators on site.

Please indicate which power source will be used:

- LPG     Diesel     Petrol     Electrical generator     Other (please specify)     No power required