

Important Information

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

Hertford Town Council reserves the right to decline an application if not appropriate for the event.

Charities are not permitted to sell food or drink.

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.

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:

- **Standard pitch sizes are 3m x 3m, please specify if your dimensions vary from this**
- **You will need to provide your own gazebo, tables and chairs if you require them.**
- **No vehicles or equipment can be left on site overnight.**
- **Cars cannot be left on the lawn during the event or in the Castle 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)**
- **Organisations and charities must provide a waste bin for their customers and ALL waste must be taken away.**
- **Organisations and charities 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.**
- **Organisations and charities are responsible for adhering to all Government guidelines regarding COVID-19 for their stall and their customers.**

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 public liability insurance, electrical & LPG gas safety certificates, where applicable.
- **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.** Pitches are free of charge.

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: events@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

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

Signature:.....

STALL HOLDER BOOKING FORM **HERTFORD CASTLE QUEEN'S JUBILEE 2022**

EVENT DATE: THURSDAY 2ND JUNE
EVENT OPENING TIMES: 12PM – 4PM

Pitches are free to charities and organisations but on the provision that the stall must provide some sort of fete game for people to play (e.g: hook the duck, coconut shy etc...)

Fundraising and proceeds must be obtained at the organisation/charity stall only – no roaming fundraising will be allowed at this event.

CONTACT NAME:
CHARITY NAME:
FETE GAME PROPOSED*:
ADDRESS:
TELEPHONE:
EMAIL:

*Bookings are accepted based on this information, if this changes please inform the event coordinator immediately to ensure this does not overlap with another booking. If overlap occurs you will be notified so you can change.

STALL SIZE

Single vehicle (3x3 metres)

Pop up gazebo (3x3 metres)

Large pitch (6x3 metres)

Pitch Options:

Please tick pitch required

1. Charity Fete Game (**no power**)

FREE

4. POWER SUPPLY

3 pin plug

16amp plug

Amount required (in kw):.....

Please list all items that will require power:.....
.....

Power Supply

Hertford Town Council no longer allow Petrol generators on site but power is available on request. Supply is limited and must be pre-booked and cannot be guaranteed. All information in point 5 must be completed for consideration. Please indicate which power source will be used:

LPG

Diesel

Petrol

Electrical generator

Mains (provided by Hertford Town Council)

Other (please specify)

No power required