

56th Esher May Fair 21st May 2011

Charity Stall Application Form

Mailing address: Esher May Fair Stalls, c/o 28 Portsmouth Avenue, Thames Ditton, Surrey KT7 0RT

Email address for correspondence: stalls@eshermayfair.org.uk

We regret we cannot accept applications not accompanied by correct and complete paperwork. Most importantly the cut off for receipt of applications is Monday 25th April assuming spaces are still available. We aim to confirm your booking and site number no later than one week before the Fair, by email where possible. **No stalls can be let on the day.**

Name of Organisation:

Registered Charity No:

Name of Contact Person:

Telephone Home:

Mobile:

Email:

Mailing Address:

Type of Stall (please give details):

Requirements:

3.6 x 3.6 (12ft x 12ft) Arena Green site @ £30.00 each

£

3.6 x 3.6 (12ft x 12ft) Lower Green site @ £20.00 each

£

Larger areas: £4.50 per m² or 45p per ft²

Size required:

£

Motors and generators are not permitted without prior written agreement. Please circle as applicable to confirm whether or not you wish to use motors or generators

YES / NO

Only in exceptional circumstances and by prior written agreement may a vehicle remain on the Green. If requested please state size required (inc. circulation space) and calculate fee to be paid as follows: £4.50 per m² or 45p per ft² (exact sizes must be stated)

Size required:

£

TOTAL ENCLOSED £

NOTES

1 Please give full details of your stall so that, as far as possible, similar stalls are not allocated to adjacent sites.

2 No part of your stall, including guy ropes etc. should extend beyond your marked out site pitch. Should your requirement extend beyond the standard dimensions, or be in a non-standard format then this will be subject to the agreement of the organisers and the rates will be calculated pro-rata. A minimum surcharge of £25 will be made on the day should you occupy more space than paid for and the additional space will also be charged per the area calculation above.

3. Any stallholder who uses mechanical or inflatable equipment **MUST** include ADIPS forms with their application.

4. All stallholders must send with their application a Public Liability insurance certificate with at least £5m cover.

5. Stallholders selling food must submit a hygiene certificate with application. No stalls will be permitted to sell food or drink which in the sole judgement of the organisers competes with the Tea Tent, Beer Tent or Barbeque.

6. All vehicles parked in Esher Place Avenue **MUST be removed by 11.00am** when police and traffic wardens may start operating. No parking is permitted on the Green during the Fair unless booked in advance (see above).

7. At the end of the Fair you must clear your stall and the surrounding area of all rubbish, including cigarette butts.

8. Ajax Sea Scouts accept no liability for loss or damage to property or goods belonging to stallholder or their employees or helpers, nor for any accident or injury sustained by the stallholder, their employees or helpers howsoever caused.

Please return this application form asap and no later than Mon 25th April to the address at the top of this form together with the items listed below:

Reminder tick box

Copy of Public Liability insurance certificate – valid on 21st May 2011

Hygiene certificate if appropriate

ADIPS form (for mechanical and inflatable equipment) – valid on 21st May 2011

A brief health and safety risk assessment

Your payment. Please make all cheques payable to 'Ajax Sea Scouts'