



# Chorleywood Parish Council

## Village Day 2018



**SATURDAY 14th JULY 2018**

If you would like to take part in **Chorleywood Village Day**, please select from the options below, then complete and return the attached application form which you will find on page 3.

**Due to the ever increasing popularity of this event, the amount of pitches will be limited so please book and secure your place as soon as possible.**

There are notes below for full details of stall bookings, these are the \*fees:

### **A: STALL FEES for Community Groups & Charities**

- 1) 3M x 3M at £15. 2) 6M x 6M at £ 30. 3) 9M x 9M at £45.
- 4) 12 M x 12M at £60.

### **B: STALL FEES for Commercial Organisations**

- 1) 3M x 3M at £35. 2) 6M x 6M at £ 70. 3) 9M x 9M at £105.
- 4) 12 M x 12M at £140.

### **C: STALL FEES for Food & Drink Retailers**

- 1) 3M x 3M at £100. 2) 6M x 6M at £125

*\*We now accept payment by BACs transfer. Account details are shown on the application form. If paying by BACs please use 'Village Day' and group or business name as your reference.*

### **NOTES - Please read carefully.**

#### **A / B / C - STALLS**

- The space denoted is the width of the pitch.
- Depth of Pitches Vary, minimum is 3M.
- All activities must be confined within the booked space.
- The Parish Council will provide the space and each applicant will be responsible for providing their own equipment i.e. gazebo, table, chairs etc.
- The stall holders will be expected to clear their own stalls and to take away all remnants of their activities including **litter around their stall** at the close of village day.

**SETTING UP** – Stall holders may begin setting up their stalls from about **9.00am**.

**For safety reasons, all vehicles used for servicing the stalls must be cleared from the site before 11:30 am and may not return until the event has finished at around 4pm.**

No individual PA systems are permitted.

Any queries concerning stalls should be directed to Laura Hamilton on 01923 285594 e.mail [info@chorleywood-pc.gov.uk](mailto:info@chorleywood-pc.gov.uk) .

**All participants must ensure that there is, in force, adequate public liability insurance in respect of their own members, employees and/or members of the public.**

The organisers will require a copy of all public liability insurance certificates, containing public liability cover of at least £2 million

If food is being served we required you food safety certificates.

If you wish to serve alcohol from your stall you **must** obtain a alcohol licence for the day from the Parish Council at the cost of £25.

**\*Please only return the application form on page 3. Thank you!**



# APPLICATION FORM

Organisation.....Organiser.....

Address.....

Preferred phone no..... **e-mail** .....

N.B. A copy of your Public Liability Certificate is required, with public liability cover of at least £5 million. Please tick box below and attach a copy.

- I have attached a copy of our Public Liability insurance certificate
- I have attached a copy of our Food safety certificate
- I would like an Alcohol licence for the day at £25

### STALLS CATEGORY A / B / C (Please circle)

Please reserve ..... Pitches. Booking fee £.....

\*tick below box\*

- Cash**
- Cheque**
- BACS**

Or

- **Cheques made payable to:** Chorleywood Parish Council

- **BACS payment to:** Chorleywood Parish Council Sort code 08-90-78 Account number 61481503 and quote name and VD as your reference.

Our activity will be: .....  
(This information is needed to avoid clashing of activities with adjacent stalls).

- Our activity will involve the use of a generator. **YES / NO** (delete as appropriate).
- We will be selling hot food at the event. **YES / NO** (delete as appropriate).

(This information is needed to assist us in site layout and to avoid annoyance to neighbours).

### Address for form to be return to;

**South Lodge  
Rickmansworth Road  
Chorleywood  
Herts  
WD3 5SL**

**Please return this form and remittance (for stalls) not later than Friday 1<sup>st</sup> June 2018, Any applications after this date may not be accepted.**

**Your Privacy is important to us** - We will store your personal data in a safe manner in accordance with the General Data Protection Regulations but will use data for advertising and publicity purposes specifically associated with Chorleywood Village Day.

- I am happy to consent to my data being retained and used by the Council for the above named purposes  
*Written withdrawal on consent can be obtained at any time.*

Signed .....Date .....

### For Office Use Only

Amount Received		Public Liability		Pitch Allocated	
Account Name		Food Hygiene		Misc.	
Cheque Number		Misc.			

