



# St. Richard's Canal Festival 2017

## Vines Park, Droitwich

Saturday 29<sup>th</sup> April - Monday 1<sup>st</sup> May 10am-5pm

### CHARITY/COMMUNITY BOOKING FORM



YOUR DETAILS				Details for Event Website <i>if different</i>	
Name of Charity/Community Group					
Contact					
Address				Postcode:	
Telephone	Home			Mobile	
Email					
What are you doing on your stall?					
Food/Drink Stalls: State which local authority you are registered with					
Public Liability Insurance <i>(Please enclose a copy)</i>		I hold my own Public Liability Insurance, which is valid during the date of the event. <input type="checkbox"/> Any Comments:			
Health and Safety: 1. Will you be doing any cooking on the stall/selling temperature controlled food and/or drink? 2. Do you perceive any H&S risks?		<b><i>If YES, please submit a risk assessment</i></b>			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any specific access needs to set up your stand e.g. size of vehicle, trailer.		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		<b><i>If YES, please submit details</i></b>			

CHARITY/COMMUNITY BOOKING FOR VINES PARK								
Item	Day	Location – number required				Electricity		Total
		Premium		Other		Cost	Tick	
		Cost	No.	Cost	No.			
Pitch Only	3 Days	£64		£22.50		£15		
Prices are for 3x3m pitch (larger pitches are available) <i>Please indicate pitch size*</i>	Saturday	£30		£10		£5		
	Sunday	£25		£7.50		£5		
	Monday	£25		£7.50		£5		
Table in marquee (per day)	Sat/Sun/Mon	State which days:		£10		£5		

**\*If you require a larger pitch then a higher charge will apply e.g. 4m frontage increase charge by 1/3rd; 6m frontage will be 2 pitches. There is a discount on Stall Charges of 10% for 2 days. There is no discount on electricity.**

Would you like to advertise in programme / website?		
Charities are exempt from paying VAT on adverts – please provide your charity number		
Full Page A5	£50	
½ Page A5	£30	
¼ Page A5	£15	
Website Listing	£8	
Website Advert	£8	

Charity Number:

**ELECTRICITY REQUIREMENTS (if applicable)****See Exhibitor General Terms and Condition of Booking note 14****All electrical items you wish to use on your stand must be listed below**

Item	Wattage

**PAYMENT**

Payment is due in full as soon as possible to secure your stall/space/advertising.

**All payments must reach us by 31<sup>st</sup> March 2017.**

<b>Payment by cheque</b>	Please make cheques payable to: <b>Worcester-Birmingham &amp; Droitwich Canals Society</b>
<b>Payment by BACS</b>	Account: The Worcester Birmingham & Droitwich Canals Society Bank: Lloyds Bank PLC Account: 00061476 Sort Code: 30-96-97 <i>Please use the reference 'St Richard's' for your payment</i>

**AGREEMENT***I have read and understand the St. Richard's Canal Festival 2017  
General Terms & Conditions and agree to be bound by them*

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	

**FINAL CHECKLIST & BOOKING**

Booking Form	
Public Liability Insurance Certificate	
Payment	Cheque Enclosed
	BACS
Risk Assessment (if applicable)	
Advert: Please send in pdf or high resolution jpg format to the email address below	
Website – Please send in pdf or high resolution jpg format to the email address below (contact details, product description, logo, image and address of your own website)	
<p>Please send your application by <b>31<sup>st</sup> March 2017</b> to:  St Richards Bookings (2017)  74 Station Road,  Alvechurch, B48 7SD.</p> <p>For any further information please email: <a href="mailto:strichardsinfo@wbdc.org.uk">strichardsinfo@wbdc.org.uk</a>  or visit the websites listed below.</p>	

