



St Richard's Canal Festival 2017  
Saturday 29<sup>th</sup> April – Monday 1<sup>st</sup> May 10am – 5pm



## ACTIVITY BOOKING FORM

CONTACT DETAILS		Contact Details on Event Website?
Name of Activity/Charity/Community Group		
Contact		
Address		
Telephone – Land & Mobile		
E mail		
Products		
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.	YES / NO
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?	Yes / No  Yes / No	<b><i>If YES, please submit a risk assessment</i></b>
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 on a separate sheet of paper</i></b>	

ACTIVITY BOOKING FOR VINES PARK								
Item	Day	Location – number required				Electricity		Total
		Premium		Other		Cost	Tick	
		Cost	No.	Cost	No.			
Pitch Only	3 Days	£64		£40		£30		
Prices are for 3x3m pitch (larger pitches are available) <i>Please indicate pitch size*</i>	Saturday	£30		£20		£10		
	Sunday	£25		£15		£10		
	Monday	£25		£15		£10		
Table in marquee (per day)	Sat/Sun/Mon	State which day/days:		£20		£10		

**\*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 charity number:		
Full Page A5	£100	
½ Page A5	£50	
¼ Page A5	£25	
Website Listing	£10	
Website Advert	£20	

<b>*CHARITY NO.</b>
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<b>ELECTRICITY REQUIREMENTS (if applicable)</b> <i>See Exhibitor General Terms and Condition of Booking note 14</i>	
All electrical items you wish to use on your stand must be listed below	
Item	Wattage

<b>PAYMENT</b>	
Payment is due in full as soon as possible to secure your stall/space/advertising. All payments <b>must reach us by 30<sup>th</sup> March 2017.</b>	
<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 No: 00061476 Sort Code: 30-96-97 <i>(Please use the reference ABF2017 for your payment)</i>

<b>AGREEMENT</b>	
I have read and understand the St. Richard's Canal Festival 2017 General Terms and Conditions and agree to be bound by them. Download at <a href="http://www.strichardsfestival.co.uk">www.strichardsfestival.co.uk</a> .	
<b>Signature:</b>	
<b>Print Name:</b>	

<b>FINAL CHECKLIST &amp; BOOKING</b>	
<b>Booking Form</b>	
<b>Public Liability Insurance Certificate</b>	
<b>Payment</b>	Cheque Enclosed
	BACS
<b>Risk Assessment (if applicable)</b>	
<b>Advert – sent in electronic format to email address below</b>	
<b>Enhanced website – sent in electronic format to email address below</b> (contact details, product descriptions, logo, 1 image and link to own website)	
Please send to us <b>by 30<sup>th</sup> March 2017</b>	David Wheeler 13 Harvington Road, Broom Park, Bromsgrove, B60 2BA Email: <a href="mailto:chairman@wbdc.org.uk">chairman@wbdc.org.uk</a>