



National Trust

Donkey Derby & Family Fun Day Polesden Lacey – 2nd September 2018



Pitch Booking Application

Now in its fifth year and with attendances in excess of 6000, the event which takes place on **Sunday 2nd September at Polesden Lacey**, offers the opportunity for retailers and craftsmen to sell their wares and for charities and community groups to increase awareness of their cause and raise funds. Jointly organised by the National Trust and Leatherhead & District Lions Club, the emphasis of this charity event is to provide a low cost day of family entertainment. Entrance to the house, gardens and this event is free for the day to the general public. All proceeds will go to support local charities and community projects.

To book a pitch, please complete this form and send it complete with remittance and all required documents to the address provided on overleaf. We are grateful for your support and look forward to seeing you on the day.

Booking a pitch also gives you the option of having a free entry on our event web site to advertise your presence on the day, with an option to link to your own website.

Applicants' Details:

First Name _____ Last Name _____ Phone _____

Email _____

Address _____

Post Code _____

Organisation Name _____

Organisation Type Commercial Business Community Charity (No. _____) Other

Organisation Address _____

Post Code _____

Organisation Web Address _____

Description of Stall (e.g. Sale of fashion accessories, Promotion of Community Organisation, etc. To help us avoid conflicts of interest between adjacent stalls),

General Pitches are 4m wide by 9m deep and cost £30 for charities, £40 for commercial organisations. Located together in a designated area, food and beverage pitches are charged at 25% of gross turnover on the day.

Number of Stalls Required:

Commercial Stalls No. ___ @ £40 Remittance £ _____

Charity/Community Stalls No. ___ @ £30 Remittance £ _____

Total remittance £ _____

Catering Stall Size required _____ m wide x _____ m deep

Please make cheques payable to 'Leatherhead & District Lions Club' and confirm that you have Public Liability Insurance. Copy Attached or to follow and any other relevant certificates pertinent to your business (see condition 10 overleaf).

Please review the Terms and Conditions overleaf and sign to confirm your acceptance. We reserve the right to make changes at short notice due to operational reasons. Return of this form does not guarantee a pitch unless you receive confirmation from us.

Signed: _____

Date: _____

Leatherhead and District Lions Club (www.leatherheadlions.org.uk)

Registered Charity 285912

Donkey Derby Stall Booking Form

Terms and Conditions

1. By signing the Stall booking form you confirm that you and all those on your pitch will conform to all Health & Safety, licensing, environmental regulations and any requirements that the event organisers may hereafter issue
2. We wish to minimise the risk to pedestrians due to vehicle movements when the National Trust site opens to the public at 10:00am. Stall holders may arrive at any time between 8:00am and 10:00am to start setting up. All vehicles associated with setting up must be in their designated parking place by 10:30am in readiness for the event opening at 11:00am and cannot be moved until after 5:00pm when the event has finished and the public have left.
3. One vehicle will be permitted to park behind each stall for the duration of the event (except for those allocated an island stall for which alternate parking arrangements have been made), Additional vehicles may be parked in the designated car park area for stall holders. Parking is free of charge.
4. You must supply your own tents, gazebos and equipment, etc. These must be securely staked in the ground with suitable pegs. There must be no trip hazards. Cable covers must be used where necessary and no items/equipment to be left unattended.
5. Generators may be used but the stall holder must put into place necessary risk assessment and provide fire safety equipment. There must be no refuelling of generators on site.
6. Smoking is not allowed within 6m of any National Trust building at any time, or inside any of the tents. The burning of rubbish is strictly forbidden. Flammable materials must not be stored on site without prior written permission.
7. All rubbish/animal waste to be taken away by individuals/stall holders.
8. Pitches should be left in the condition originally found. Please avoid damaging the grass by spreading hot water or other materials that might cause harm.
9. St. John's Ambulance will be on site during the event to provide first aid. During site set-up and breakdown, National Trust first aiders will be available and can be contacted via any of the site marshals. All accidents/incidents must be reported to the event safety officer. In the event of a major emergency, the National Trust duty Manager will take the lead and directions given by stewards must be followed. Mobile phone reception is not good on site but Trust staff can make emergency calls if needed.
10. You must have all necessary risk assessment and insurance including public liability valid on 2nd September 2018 (minimum £2million), This insurance should extend to include the Leatherhead & District Lions Club's liability. In addition, food and beverage stalls must have an EHO Registration with the local authority, a food safety certificate, a HACCP (food safety policy/working certificate and a site risk assessment.
11. Please ensure that all those attending on your stall have the right qualifications in the provision of the service being offered and your Public Liability Insurance has an Indemnity to Principal Clause. Unless we hear to the contrary we will assume that all is complied with.
12. National Trust and Leatherhead & District Lions Club cannot accept liability for any incident concerning your stall.
13. The organisers reserve the right to refuse entry and to stop any activity on any stall which they consider to be dangerous, unacceptable or not in keeping with a Family Fun Day.
14. If for any reason beyond the control of the organisers the Family Fun Day has to be cancelled, no refunds will be paid.
15. After receipt of your completed booking form, payment and necessary documentation and in good time prior to the event, we will send some further information and joining instructions.
16. Please complete the booking form and send it together with the remittance and a copy of Public Liability Insurance and any other documents that are relevant to your business (see condition 10 above).

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Leatherhead & District Lions Club
Incorporating Reg. Charity No. 285912
leatherheadlions.org.uk

