

## Lydiate Village Festival

Event Venue: Hall Lane, Lydiate. L31 4HP

Event date: 4<sup>th</sup> – 5<sup>th</sup> May 2019

Event times: Saturday 4th May 6.30pm - Midnight

Sunday 5th May 1pm -7pm



### Stall booking form

The completed **SIGNED** form with relevant document should be scanned and emailed to [lydiatevillagefestival@gmail.com](mailto:lydiatevillagefestival@gmail.com) or posted to Karen Evans, 63 Ridgeway Drive, Lydiate L31 0DF. On receipt of this form we will contact you and provide payment information.

#### Contact Details

Company Name:			
Your Name:			
Address:			
Address:			
Postcode:		Landline Number:	
Mobile Number:		Facebook:	
Email Address:			

#### Products / Services

Products for sale:	
Cooking method (if appropriate):	
Stall description if bringing own equipment / vehicle / trailer	

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### Stall Requirements

	Saturday	Sunday	Weekend	Quantity	Total £
<b>Pitch only 3m x 5m or catering vehicle</b>					
Trade & Service stall (No food)	N/A	£35	N/A		
Trade & Service stall (No food) with electricity*	£30	£40	£60		
Catering stall (with electricity)	£50	£50	£80		
<b>Pitch with 3m x 3m pre-erected Gazebo (including table and chair)</b>					
Food, Trade & Service stall (No cooking)	N/A	£35	N/A		
Food, Trade & Service stall with electricity* (No cooking)	N/A	£40	N/A		
Catering stall (cooking allowed) with electricity*	N/A	£50	N/A		

Comments:

### Checklist:

Please enclose the following:	Tick here
Public liability insurance certificate	
Name of Local Authority your business is registered with (caterers only)	
Food Hygiene Certificate (caterers only)	

### Declaration:

I/we declare that to the best of my/our knowledge the information contained in this application form is correct.

Signature of applicant	
Print name of applicant	
Name of Company	
Position in Company	
Date	

In signing this form, you agree to have read and understood the terms and conditions.

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### Terms and Conditions:

- Your pitch will be allocated on the day and determined by the organisers.
- Gazebos, tables and chairs are only provided if booked in advance.
- For stalls selecting electricity provision\*, we can only supply up to a maximum of 3kw of power. If you need to bring your own generator please provide prior notification.
- No vehicles are allowed on the main event site during event times with the exception of those that have been approved (e.g. emergency services, ice cream vans, stall trailers)
- Your application must describe all the goods / services that you are going to offer.
- All electrical equipment must display current PAT testing compliance certification.
- Stallholder vehicles will be able to enter the festival grounds from 2pm on Saturday 4<sup>th</sup> May (if booked in for the Saturday event) and from 10am on Sunday 5<sup>th</sup> May 2019. All stalls must be set up and vehicles off site (in allocated parking area) one hour before event opening.
- All vehicles must drive at a maximum speed of 5mph at all times on the festival field.
- Please return your pitch area in the condition you found it. Stallholders are responsible for the removal of litter and waste from their pitch. A skip will be available on site.
- Your booking will not be confirmed until full payment has been received along with your correct documentation.
- Refund Policy – Full refunds are only given if the organisers cancel the event or your booking. The Event organisers will not be held responsible for any consequential loss e.g. loss of earnings etc. due to cancellation of the event.
- Any stall holder who cancels their booking less than 21 days before the event shall forfeit all fees paid. Stallholders cancelling prior to this will be offered a refund of 50% of any payments made.
- The organisers reserve the right to refuse a stall application

STALLHOLDERS PARTICIPATE IN THE FESTIVAL AT THEIR OWN RISK. IT IS THE STALLHOLDERS RESPONSIBILITY TO OBTAIN PERMISSIONS, LICENSES AND INSURANCE NEEDED BY THE RELEVANT REGULATION BODIES AND TO ENSURE THAT THEIR MERCHANDISE IS AFFECTED TO A SAFE STANDARD. FOOD STALLS MUST HAVE RELEVANT FOOD HYGIENE, HEALTH AND SAFETY, AND PUBLIC LIABILITY INSURANCE CERTIFICATES, TO BE EMAILED OR POSTED WITH THE BOOKING FORM



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### Times of importance to stall holders:

#### *Saturday 4<sup>th</sup> May 2019 Music night*

Arrival time for set up	From 2pm
Stall set up complete and vehicle removal	5.30pm
Event opens	6.30pm
Event ends	12am (midnight)
Stall clear down complete and off site	1am

#### *Sunday 5<sup>th</sup> May 2019 Festival Afternoon*

Arrival time for set up	From 10am
Stall set up complete and vehicle removal	12pm (noon)
Event opens	1pm
Event ends	7pm
Stall clear down complete and off site	8pm

### Further Information:

Visit: [www.lydiatevillagefestival.co.uk](http://www.lydiatevillagefestival.co.uk)

Email: [lydiatevillagefestival@gmail.com](mailto:lydiatevillagefestival@gmail.com)