**Stall Booking Form – Saturday, 20 June 2020**

**Name of Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stall: Single, Double or your own (details please size)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Stall e.g. Craft/Cakes/info** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tombola? (double fee and only by agreement) Yes / No**  (delete as applicable)

**Special Requirements e.g. power, access, location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificates held e.g. Food hygiene, alcohol** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DECLARATION:**

* Payment for our stalls must be made with the application – Single 6ft x 2ft (183cm x 61cm) **£18**; Double 12ft x 2ft (366cm x 61cm) **£34.** (x2 if including a tombola). Your own stalls, gazebos or mobiles:- charged by negotiation.
* Cheques payable to “Scalby Fair”.
* If it is necessary to cancel this must be done **no later than 7 days before the Fair** otherwise your payment becomes forfeit.
* The allocation of the stalls will be decided by the Scalby Fair committee and will NOT be subject to alteration. Please state exactly the type of your stall, **this is important**, as the numbers of certain types (e.g. tombola) are limited.
* Each unit is covered and we hope that you choose to join in with the fun of the fair by temporarily decorating it in line with this year’s theme.
* **Set up:** Drop off must be completed by 11:30am for the street closure. Vehicles must be removed from the street closure area by 11:30am. **There will be no vehicular access (emergency services excepted) between 11:30am – 4:00pm.** Trading is from noon onwards. Access will be given for derig after 4:00pm although the Fair runs through until 4.30pm
* **Parking:** On street parking is available in the surrounding area and there is a modest car park at the Church rooms. Unfortunately we are unable to provide disabled parking.
* Your stall must not contravene the Lotteries and Amusements Act 1975.
* **SCALBY FAIR WILL NOT BE RESPONSIBLE FOR ANY INJURY OR DAMAGE CAUSED BY ANY UNAUTHORISED INTERFERENCE WITH THE STALL.**
* **Location:** Stall locations are on High Street (between the Nags Head and St Laurence’s Church) and South Street. On the morning of the fair your stall will be marked with your name on. Please see me or a member of the fair committee (in a high-viz jacket) on the day to assist you find your allocated location.
* **Rubbish:** You are responsible for disposal of your litter in the bins provided. Trade waste must be taken away with you.
* **Pitches:** All pitches are outside on grass or tarmac. Your own stalls and/or gazebos must be properly weighted down.
* **Generators:** Only silent generators are acceptable and with the necessary H&S precautions (an appropriate fire extinguisher, use of safety guard and warning signage) and should be included in a risk assessment.
* **Alcohol:** Please obtain the necessary temporary events notice from Scarborough B.C. and send a copy to me.
* **Electricity**: Might be available to a limited number of stalls in South Street (subject to homeowner’s agreement).

We understand and accept these conditions:-

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please return to Thomas Gillon 8 Wrea Head Close, Scalby, Scarborough, YO13 0RX*

*Email thomas.owen@live.co.uk*