

East Barnet Community Festival

c/o 21 Church Hill Road, East Barnet, EN4 8SY 07071 781 745

info@eastbarnetfestival.org.uk

www.eastbarnetfestival.org.uk



an independent charity

Saturday 3rd and Sunday 4th July 2010, 12.00 noon - 700 p.m.
Oak Hill Park, Church Hill Road, EN4 8JP

Notes for booking a stall in the 80ft Market Hall (marquee) or a pitch on the grass

1. You are welcome to come for one day only or for both days.
2. All vehicles need a permit to enter the park. Stallholders arrive from 9.30, unload, then park in a designated area as directed by stewards before 11.00 am. Return to the field is from 5.00 p.m.
3. We regret we are unable to supply gazebos, tables or chairs, except for tables in the marquee, which are included in the booking fee. Stallholders arriving on foot (i.e. not needing an entry permit) can hire a chair for £1.50. Please add this to your fee and send a £10 deposit cheque which will be returned after the event.
4. **Any food or drink sold** must not be for consumption at the festival (apart from small free tasters). Caterers' rates are £170 for one day, £300 for two days. Small cakes should be sold 4 or more to a pack. Please send copies of current food hygiene certificate and local authority approval with your booking form.
5. **Public Liability Insurance** The trustees of the East Barnet Festival will not take responsibility for any products or equipment which may cause harm to the public. In accordance with the Borough of Barnet's *Terms and Conditions for use of Parks and Open Spaces* stallholders must arrange their own public liability insurance with a £5m indemnity limit. Please send a copy of your insurance certificate with your booking form. Contact us if you would like advice about obtaining insurance cover.
6. **Other Insurance** Please arrange your own cancellation insurance: your fee cannot be returned if you are unable to attend, or if the festival is cancelled for any reason including the weather or inaccessibility of the site. Also the festival trustees will not be held responsible for money or personal possessions that are lost, stolen or damaged.
7. **Product Safety** The Trading Standards Officer in your own local authority can offer advice on current European legislation. Contact details are available via a postcode search at www.tradingstandards.gov.uk.

New **toys** should bear the CE mark. This is not necessary for second-hand toys or those hand-made by individuals, though these must still meet the legal standards.

Cosmetics safety includes face-painting materials, aromatherapy and massage oils etc. which should bear an appropriate trademark. **Those offering therapy/cosmetic services**, including **face painting**, should send us evidence of special skills training or experience with their booking. These must be displayed at stalls that offer services involving massaging or touching the skin or hair of members of the public. For minors aged up to eighteen a **consent form** is desirable, signed by a parent or guardian, before offering such services. **Henna** traders should send us in advance, and bring with them, a list of the ingredients they use. Only traditional brown henna should be used.

You must not offer for sale second-hand electrical or toiletry goods or counterfeit CDs, DVDs etc.

Stallholders who do not comply with these standards will either not be admitted to the festival or will be asked to leave, and no refund will be made of booking fees.

8. **All stalls should display** name, charity/business number and contact details.
9. **Special Offer** Reduced fee for local craftspeople coming to the festival for the first time. Get in touch.

We hope you will join us in 2010. Queries to Ros on 020 8441 1359

East Barnet Community Festival

c/o 21 Church Hill Road, East Barnet, EN4 8SY 07071 781 745
 info@eastbarnetfestival.org.uk www.eastbarnetfestival.org.uk



an independent charity

OUTDOOR PITCH OR INDOOR STALL BOOKING – 3rd AND 4th JULY 2010

PLEASE TICK

Sat	Sun	£

Charity, voluntary and statutory organisations

- Table in marquee* (6' x 2' 6"): £25 one day / £35 two days
- Pitch on the grass (10'x10' / 3m x 3m): £20 one day / £30 two days
- Large pitch (up to 20' x 10' / 6m x 3m)**: £30 one day / £45 two days

Craft stalls (small-scale businesses where most goods are made by stallholder)

- Table in marquee* (6' x 2' 6"): £30 one day / £45 two days
- Pitch on the grass (10'x10' / 3m x 3m): £25 one day / £40 two days
- Large pitch (up to 20' x 10' / 6m x 3m) **: £40 one day / £65 two days

Businesses

- Table in marquee* (6' x 2' 6"): £35 one day / £55 two days
- Pitch on the grass (10'x10' / 3m x 3m): £30 one day / £50 two days
- Large pitch (up to 20' x 10' / 6m x 3m) **: £55 one day / £90 two days

Electricity supply if required (£5 per day)

Donation (Optional)

- *additional table, adjoining, £10 less
- **Larger pitches: rates pro rata or by negotiation (please telephone)

Total

Give below details of the services, activities or products you intend to offer or promote.
 This information will be published on the festival website unless you request otherwise.

Name of contact person

Organization/business

Address

.....

Phone number(s)

Email address.....Charity No.(if applicable):.....

Number of vehicle entry permits required: SatSun

I enclose: a cheque made payable to East Barnet Community Festival
 a copy of a public liability insurance certificate valid on the festival dates (see notes)
 other documents relating to food or cosmetics (see notes)

Signed.....Date.....

**Please send completed form, cheque made out to East Barnet Community Festival and enclosures to:
 Ros Staines, 141 Fitzjohn Avenue, Barnet, EN5 2HR - rosstaines@yahoo.co.uk, 020 8441 1359**

Acknowledgement will be by email where possible. **Invoice** or **receipt** available upon request.
 Please send stamped addressed envelope if you would like a postal acknowledgement.

Please see accompanying notes

The East Barnet Festival is managed by East Barnet Community Festival Ltd, a company limited by guarantee, No. 3213293, registered at 21 Church Hill Road, East Barnet, EN4 8SY. The company has charitable status, No 1063654