

# East Barnet Community Festival

c/o21 Church Hill Road, EastBarnet, EN4 8SY 07071 781745

info@eastbarnetfestival.org.uk

www.eastbarnetfestival.org.uk



an independent charity

**Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> July 2018, From 12.00 Noon**

**Oak Hill Park, Church Hill Road, EN4 8JS**

## **Terms and conditions for booking a pitch on the grass or a table in a marquee**

1. **Selection of stalls** The organisers reserve the right to decline an application, if they consider the stall is inappropriate or does not meet the required standard.
2. The number of stalls selling products or offering services in a particular category is also at the discretion of the organisers.
3. **Length of booking** You can book for one or for two days.  
**You must stay until 5.00 p.m.** but may stay later if you wish.

### **3. What is included**

(a) *Pitches on the grass* You will need to provide your own gazebo, furniture and power.

(b) *Tables in a 9m square craft tent in the tea tent.* Chairs are not provided

Stall holders arriving on foot (i.e. not needing a vehicle entry permit) can hire chairs for £2.00 a day, booked in advance only. Please send payment with your booking.

**Electricity** is available at £5 a day in the marquees only and must be booked in advance.

4. **Access** All vehicles need a permit to enter the park. Arrival is from 9.30 or 10.00 a.m., with parking in the designated parking area by 11.30. These arrangements are subject to change and will be confirmed shortly before the event.  
In exceptional circumstances you may be able to keep your vehicle near your stall. Ask at the time of booking.

### **5. Safety and Security**

(a) **Generators** must be cordoned off, and stalls using them must have a fire extinguisher with current test label.

(b) You are advised not to leave anything at the festival ground overnight, as neither the site nor the park is enclosed.

**6. Food or drink for consuming at the festival** can only be sold by stallholders booking as caterers and completing a different application form.

**7. Food to be taken away** can be sold from a standard stall. Small cakes and savouries should be sold in packs of four or more. If you make the products yourself and you are a business you will need to be registered with your local authority. In general charities do not need to contact their local authority but should follow the advice on the Food Standards Agency website ([www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups](http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups)).

**8. Charities** Can raise funds and campaign, but only in the vicinity of their stall.

**9. Insurance** In accordance with the *London Borough of Barnet Event Terms and Conditions* stallholders must arrange their own public liability insurance with an indemnity limit of £5m. Please send evidence of this insurance with your booking form. Contact Ros (see below) if you would like advice about obtaining this cover. If your insurance expires before 7th July, please let us know and send the updated certificate as soon as you can.

**10. Cancellation** We regret that, as a general rule, your booking fee cannot be returned either if you are unable to attend, or if the festival is cancelled for any reason including bad weather or inaccessibility of the site. We therefore recommend you arrange your own cancellation insurance.

**11. Full payment** is required in advance of the event. This will guarantee your place.

**12. Product Safety** Products for sale must meet current legal safety requirements. For advice contact the Trading Standards Department at the London Borough of Barnet or in your own area.

New **toys** must bear the CE mark. Second hand toys must also comply with safety requirements.

**Cosmetics** safety includes face-painting materials, aromatherapy and massage oils etc. which should bear an appropriate trademark. **Stalls offering therapy/cosmetic services, or face painting**, should send us evidence of special skills training or experience. These must be displayed at stalls that offer services involving massaging or touching customers' skin or hair. For young people under eighteen a **consent form** is desirable, to be signed by a parent or carer. **Henna** artists should only use traditional brown henna.

You must not sell **second-hand electrical** or **toiletry goods** or counterfeit **CDs and DVDs**.

**Stallholders who do not comply with these standards** will be asked to leave, and no refund of fees will be made.

**13. All stalls should display** organization name, charity/business number and contact details.

**14. Liability** The trustees of the East Barnet Festival will not take responsibility for any products or equipment which may cause harm to the public, nor for money or personal possessions that are lost, stolen or damaged.

*End of terms and conditions*

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Queries to Ros, [rosstaines@yahoo.co.uk](mailto:rosstaines@yahoo.co.uk) 020 8441 1359

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## PITCH OR TABLEBOOKING APPLICATION 2018

(Download this form and complete in Word or print out)

PLEASE TICK or X

1 day*	2 days	Sat 7th	Sun 8th	£
£30	£55			
£35	£65			
£45	£85			

### Standard Pitch on the grass, 3m x 3m (Nothing provided)

Charities and Non-Profit Organisations  
 Craft stalls Individual Crafters, not Companies)  
 Business Stalls

£40	£75			
£50	£95			
£65	£125			

### Large pitch on the grass, up to 6m x 3m\* (Nothing provided)

Charities and Non-Profit Organisations  
 Craft stalls (Individual Crafters, not Companies)  
 Business stalls

£35	£65			
£40	£75			
£50	£95			
£5	£10			

### Table in a marquee, 6ft. x 2ft. 6ins(180 cm x 76cm)

In the tea tent (charities and non-profit Organisations)  
 In the craft tent (individual crafters, not companies)  
 Business stalls (craft tent or tea tent as appropriate)

**Additional table**, adjoining: £5 less than 1<sup>st</sup> table

**Electricity\*\*\*** Needed for ..... Wattage .....

Donation (optional)  
**TOTAL**

\*Saturday only discount: £5

\*\* Larger pitches: rates pro rata or by negotiation (please get in touch)

\*\*\* In marquees only

In the box please give brief details of the services, activities or products you would like to offer or promote.  
 If possible, please send a photo of your stall.

Name of contact person .....

Name of Organization / Business .....

Address .....

Email address .....

Phone numbers .....

Website or social media sites .....

I attach: Proof of public liability insurance valid on the festival dates (see T&C para9)

- Documents relating to food, cosmetics, therapies or treatments (see T&C7 and 12)

I have read and accept the terms and conditions on page 1 of this document.

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

Send form to:

**Ros Staines, [rosstaines@yahoo.co.uk](mailto:rosstaines@yahoo.co.uk), 141 Fitzjohn Avenue, Barnet, EN5 2HR, 020 8441 1359**

Acknowledgement will be by email. An Invoice or formal receipt is available upon request.

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*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, EastBarnet, EN4 8SY. The company has charitable status, No 1063654*