

# HARPENDEN LIONS CLUB HIGHLAND GATHERING

## ROTHAMSTED PARK (AL5 2LX) - SUNDAY 8<sup>th</sup> JULY 2018

### Stall, Pitch and Food Franchise Booking Form



We prefer to communicate by e-mail - if you provide an e-mail address it will be used to confirm your booking.

| Organisation, Stall Type and Contact Details                  |  | HLC Use Only   |
|---|--|----------------|
| Organisation Name:  |  | Booking Ref:   |
| Category (Market/Charity, Crafter, Commercial, Scots Corner): |  | Date Received: |
| Contact Name:   |  | Payment:       |
| Address:  |  | Food Docs:     |
|   |  | Journey:       |
| Postcode:   |  | Hygiene:       |
| Phone Number:   |  | PL Insurance:  |
| Mobile Number:  |  | Acknowledged:  |
| E-mail Address:   |  |                |

| Booking and Payment Details  | Qty/Size | Amount £ |
|--|----------|----------|
| Covered Stall (approx. 2.1m x 1m with frame & canopy). £35   |          |          |
| 2.2m Pitch in Marquee (includes 1x 1.8m table). £40  |          |          |
| Bare Pitch <sup>#</sup> , 3m frontage to erect own stall (suitable for 2.5m gazebo). £45   |          |          |
| Bare Pitch <sup>#</sup> , 4.5m frontage to erect own stall (suitable for 3-4m gazebo). £60   |          |          |
| Bare Pitch <sup>#</sup> , Other frontage – please specify size in 'Qty/Size' field.<br>Costs: 6m £90, 9m £120, contact us for cost of other pitch sizes                    |          |          |
| Franchise fee (no food/ drink sales for consumption on site except by agreement)   |          |          |
| Deduct 30% discount for Registered Charities, Clans and Volunteer organisations (at Harpenden Lions discretion) – add details below. Also qualifies for free PL insurance* |          |          |
| <b>Total Booking Fee Payable:</b>  |          |          |

<sup>#</sup>**Bare Pitches:** to avoid interference with adjacent pitches, guy ropes etc. must be kept within the pitch frontage

| Stall Details and Special Requests - please provide a brief description of your products/ services<br>Charities: please be innovative and original - we will limit the number of stalls of similar types (e.g. tombola) |
|---|
|   |

#### Stallholder Booking Conditions

You must comply with all relevant Local Authority Trading Standards, Food Hygiene and Health and Safety Regulations

You may sell/ solicit donations only from your allocated pitch - no roaming without a franchise

For safety reasons vehicular movements on site are not permitted between 10:00 and 17:45 hrs

Booking cancellation policy: >4 weeks before event - 50% refund; <4 weeks or cancellation due to weather – no refund

| Declaration   | Certificates - Tick one (✓) |                             |                          |
|---|-----------------------------|-----------------------------|--------------------------|
| <b>I will comply with the stallholder booking conditions and enclose (or will provide):</b> | Copy enclosed               | Will provide by 1 June      | Require Lions Insurance* |
| Public Liability Insurance Certificate  |                             |                             |                          |
| <b>Food and Drink Sellers:</b>  |                             |                             |                          |
| Completed SADC Food Journey form  |                             |                             |                          |
| Food Hygiene Certificates for staff attending event   |                             |                             |                          |
| <b>We are a Registered Charity or Unpaid Volunteer Organisation (insert details)</b>        | Reg. Charity No.            | Volunteer Organisation Name |                          |
|   |                             |                             |                          |

\*If you require Public Liability Insurance cover under the Lions Block Insurance Policy you must complete an application form  
**Data Protection:** your details will be used only in connection with this Highland Gathering and to inform you about future Highland Gatherings. If you do not wish to receive details of future events please tick here

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form together with the booking fee (cheque payable to Harpenden Lions Club) to:  
 HG18 Stalls, c/o John Powell, 22 Leycroft Way, Harpenden, Herts, AL5 1JW**

*If you prefer to pay by BACS please email booking forms to us, requesting bank details and a payment reference*

Enquiries: e-mail [hlc.gathering.stalls@gmail.com](mailto:hlc.gathering.stalls@gmail.com), Tel: John Powell 01582 760671; David Cowan 01582 712957;

Rev1 Feb 2018



**HARPENDEN  
LIONS CLUB**