



# WITHAM CARNIVAL ASSOCIATION

## WITHAM CARNIVAL 2018

### THEME

# “Let’s go Retro”

#### STALL PITCH BOOKING FORM

Date **14th July 2018**

Venue. **Maldon Road Park. Witham.**

Stalls may be set up in the park from **10.00am.**

**There will be a trophy for the best dressed stall based on the Theme**

Name of organisation.
Charity or Commercial.
Contact name
Address
Post Code.
Contact telephone number
E mail
Type of stall.

#### Price of stalls

Charitable & Educational Organisations is **£10.00** for a pitch of **3m x 3m**

Commercial is **£20.00** for a pitch of **3m X 3m**

Size of pitch required.
Payment enclosed for

Cheques made payable to Witham Carnival Association

I confirm that I have read, understood and agree to abide by the requirements as set out on the Stall Requirements Sheet.

NAME

DATE

SIGNATURE

## **STALL REQUIREMENTS SHEET.**

Please note that you have to supply your own stall, display and tables.

Maximum width of pitch is 3 metres. All stall ropes and displays must be kept within the 3m width. Depth or width of stall will not be allowed to exceed the 3m without prior permission.

Guy ropes and fixings must be used to secure all stall canopies. All bouncy and inflatable stalls must be secured to the ground by means of the correct guy ropes and fixings to prevent any movement by wind or persons on the stall.

Stalls, guy ropes, fixings and stakes must be set out so as not to be a hazard to any persons on or around that stall area at any time during the event.

Petrol cans for generators that are used on stalls must be stored in a safe and secure manner. They must not be left unattended or in direct sunlight for any duration of the stall being in operation. Fire extinguisher must also be kept on the stall.

Stallholders are advised that they must have a current Public Liability Insurance cover for the day. A copy of this should be with you on the day for checking if required.

Stallholders are advised in the interest of public safety to make out a risk assessment for their stall area. Any stalls that are involved in cooking or heating of any kind must have the correct fire extinguisher on the stall at all times.

Generators used on stalls must not emit any obnoxious fumes.

Please note that all stall vehicles must be removed to allocated parking area by 12 noon. This will not apply to stall vehicles with disabled badges. Local parking will be made available for these vehicles.

Please ensure that you do not leave your stall unattended. Witham Carnival Association will not be responsible for your stall or items on your stall.

Please ensure your rubbish is placed in the large rubbish bins on site.

Just as important have a great and enjoyable day.

Please keep a copy of application form and this requirements sheet for your file and return a completed copy to:

*Janette Burridge  
9 Pryor Close  
Witham  
Essex CM8 1JX.*