

PONTYPOOL PARTY IN THE PARK
13 JULY 2019 / 11AM – 5PM
Information & Expression of Interest

To express an interest in having a pitch at the above event, please read the information below, complete ALL sections of the form and return it with all necessary documents. The cost of exhibiting at the event is listed below.

On completing your application form and submitting it to the events team you are confirming that you have read and understood these terms and are willing to abide by them..

CONTACT DETAILS

Name of Group: _____		Contact name: _____
Address: _____		
Telephone: _____	Mobile: _____	E-mail: _____

DESCRIPTION

What describes your organisation (please tick):	
Business	<input type="checkbox"/>
Community Organisation	<input type="checkbox"/>
Registered Charity (please state number) -----	<input type="checkbox"/>
Other (please detail)	<input type="checkbox"/>
Please describe what you will be providing, selling or doing at the event: - it is essential that you complete this section. e.g selling arts and crafts in a 3m x 3m gazebo, one table and chair will be used no additional requirements.	

Using Power ? - Generator/ Liquid Petroleum Gas (only diesel generators permitted) Yes / No describe	

If you provide any activities that visitors can participate in, please give details, including particular times that the activity will take place (if relevant).	

PITCH INFORMATION

<p>We will provide an area approximately 3 metres x 3 metres. You will need to supply your own gazebo (no larger than 3x3m) and your own table & chairs. If you require additional space, you can book and pay for two pitches. Please note that access to water and electricity may be available on request at time of booking. If your activity requires a larger area outside of your gazebo, please give details (below):</p> <p>We will provide first aid stewards and crowd safety measures to ensure the smooth and safe running of the event.</p>



VEHICLES / PARKING

Please note a max. of 1 vehicle per exhibitor is permitted on site to unload and pack away. Exhibitors will have to park their vehicles in public parking areas or as directed. A vehicle pass will be provided for all permitted vehicles and must be displayed on the windscreen to prevent a delay in entry.

Type of vehicles and car / van sizes: SWB/ LWB Over 3.5m? _____ Registration number: _____

Using a trailer? Yes / No

Please tick box if you are a disabled badge holder

PROMOTING THE EVENT

The event will be fully promoted via websites, social media, posters, and flyers to attract visitors to attend the event. If you have your own website, please share information about the event and your attendance at it. Details will be on www.pontypoolcommunitycouncil.gov.uk

Please like our "Pontypool Community Council" Facebook page

CHECKLIST

Please tick checklist below and return ALL documents to the address on the 'Event Information & Conditions' form no later than **10th June**. Please note that bookings will be taken on a first-come, first-served basis.

Signed copy of the 'Event Information & Conditions'

Completed 'Information & Booking Form'

A copy of your Public Liability Insurance document

Completed Risk Assessment (if you need advice please contact the event organiser)

A copy of your Authorised Street Collection Licence (Charities)

A copy of your Food Hygiene certificate (food vendors)

Once **ALL** of these documents have been received, you will be sent **confirmation** that a space has been allocated for you at the event. (Please note that a Risk Assessment is required for ALL stallholders).

PRICING STRUCTURE

Please tick ONE of the boxes for which your business relates to in order to determine the cost of your space.

Non-Profit Making Organisations e.g. charities, community groups, small social enterprises	£15.00 Inc. of VAT	<input type="checkbox"/>
Children's Activities e.g. amusement rides, go karts, crazy golf, trampolines etc	As Agreed with Event Manger	<input type="checkbox"/>
Demonstrators e.g. dog demos, creative or sporting displays	As Agreed with Event Manager	<input type="checkbox"/>
Crafts, Hot Food Stall, local produce etc	As Agreed with Event Manager	<input type="checkbox"/>

Double Pitch

If you require two pitches, please ensure that your payment is double the fee stated above.

Please reserve 2 pitches	<input type="checkbox"/>	Tick Box <input type="checkbox"/>
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* Complete bookings included **ALL** Necessary documents, as per checklist. This is an application form and does not guarantee a booking for the event.

The event organiser, on behalf of **Pontypool Community Council** will consider the application for inclusion in the event and notification of your success or otherwise in securing a pitch within 10 days



EVENT INFORMATION AND CONDITIONS

Event Date: 13 July 2019
Event Time: 11AM – 5PM
Exhibitors Arrival Time: 8AM-10.00AM
Fee: See pricing structure

1. Please note that access roads to the site are limited in size / direction and all persons need to arrive no later than **10.00AM** to ensure vehicle access and to maintain their space. Late arrivals may be refused access to the site. In this event, fees will be non-refundable.
2. When you arrive on the day you will be directed to an allocated space. It will help if you arrive on time.
3. **If possible**, you will be allocated a car parking space.
4. In order that we are able to undertake a health and safety site check, please ensure you are set up by **10.30AM**
5. When you are on site you must abide by the directions / decisions of the event management team.
6. **Alcohol** cannot be sold or raffled on site without prior agreement with the event organisers.
7. You will only be allowed access to the site if you have provided the required information listed on the booking form. A vehicle pass will be provided for all permitted vehicles and must be displayed on the windscreen.
8. Gazebos will need to be anchored using pins or weights and can only be used in light winds.
9. Caterers using cooking appliances will need to possess a suitable fire extinguisher.
10. Electrical cables and electrical appliances must be PAT tested – checks will be made.
11. You must remove all your waste from the site as you leave.
12. It is important that you consider the public's safety when undertaking your activity and make every effort to reduce the risks of injury. If you need advice, please contact the event team.
13. **Leaving site** - Once you are on the site it may not be possible to leave before the completion of the event.
14. In the unlikely event that the festival is cancelled, 80% of the booking fee will be refunded.

IMPORTANT NOTE: We recommend that you arrange for insurance cover for your goods and property. Pontypool Community Council will not be held responsible for any loss or damage to your property howsoever caused.

Please return this form (keep a copy of these forms for your information)

1. Read, sign and return this form to the address below no later than the deadline date for payment (as detailed on the booking form).
2. Space will be allocated after **12 June 2019**, however returning the form will not guarantee you/your organisation access to the event.

I have read, understood and agree to abide by the enclosed conditions and any other imposed by the event management team on the day of the event.

Signed..... Position.....

Please return to:

Cindy Challenger, Pontypool Community Council, 35A Commercial Street, Pontypool, Torfaen, NP4 6JQ

Tel: 01495 742805 / Event day mobile: 07773215283 / E-mail: cchallenger@pontypoolcc.gov.uk

An information pack, including a map with directions, will be sent to you prior to the event.

