

Thatcham Family Fun Day - Sunday 30th June 2019
 open 11am-4pm, setup from 9am, no vehicle movement 10.30-4.30



STALL HOLDERS

Please return this form by Monday 13th May 2019
 to Thatcham Town Council, Brownsfield Rd, Thatcham, RG18 3HF
 or email it to events@thatchamtowncouncil.gov.uk

Name of Organisation: <i>Regd. Charity no:</i>
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Details of your activity and other relevant information
<i>If necessary, please continue on a separate sheet.</i>

Will you be running an engine, eg a generator, blower or refrigeration unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please detail your space requirements and calculate the price below: <i>The standard size of 4mx4m will be for a 3mx3m gazebo. Wider pitches are available.</i>	
Charity/Not for profit (not selling any food or drinks)	£10 per 4m = £
Commercial (not selling any food or drinks)	£30 per 4m = £
Catering (including charities)	
if selling hot and/or cold drinks	£37.50 per 4m = £
if selling confectionery including cakes, candy floss, popcorn, etc. (may also sell drinks)	£45 per 4m = £
if selling hot food and/or ice cream (may also sell confectionery and drinks)	£60 per 4m = £

Contact name

Invoice address

Daytime tel no:	Mobile tel no:
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Email address	Website and/or Facebook page:
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By submitting this form, you are agreeing to the terms and conditions for this event (see page 3).
 The T&Cs detail times for setup, attendance and the range of activities permitted. Please ensure you have read the T&Cs and have included in the space above details of what your activities will include.

Please indicate whether the following documents are enclosed or will be submitted by 3rd June.

Public liability insurance certificate: enclosed to follow Risk assessment: enclosed to follow

How payment is being made: cheque enclosed request that an invoice is sent
 Electronic bank transfer 60-21-51 72485418 (use your organisation's name as a reference)

Before signing please read these statements:

- I confirm I have read and understand the terms and conditions of this event. (page 3)
- I confirm that I am aged 18 years or above.
- I confirm that I have read and understand Thatcham Town Council's Privacy Notice. (below) I agree by signing below that Thatcham Town Council may process my personal information for providing information and corresponding with me.
- I have the right to request modification of the information that you keep on record.

Signed:

Print:

Date:

We will acknowledge receipt of this form and provide confirmation of your booking, if you have not heard from us by 20th May please contact us. Any queries, please contact the Events team on 01635 863 592.

Event Participant Privacy Notice

When you apply to participate in any event organised by Thatcham Town Council, for example as a stallholder or activity provider, the information you provide (personal information such as name, address, email address, phone number and payment details) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your participation in that event. Your personal information will not be shared or provided to any other third party.

The Councils Right to Process Information

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

Information Security

Thatcham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at: enquiries@thatchamtowncouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: enquiries@thatchamtowncouncil.gov.uk

Information Deletion

If you wish Thatcham Town Council to delete the information about you after the event, please contact: enquiries@thatchamtowncouncil.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected, you may object: Please contact enquiries@thatchamtowncouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Thatcham Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Thatcham Town Council Data Information Officer: enquiries@thatchamtowncouncil.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Terms & Conditions for the Thatcham Family Fun Day

Stallholders, Caterers & Sub-contractors

All stallholders, traders, owners, exhibitors, their agents, employees and assistants, whether formally employed or not and including any volunteers, while at the event, shall be subject to the rules and regulations of the Organiser (Thatcham Town Council), as interpreted by the Organiser and the appointed marshals.

All stallholders' property, including equipment, stock and vehicles, will only be allowed on the event field at the stallholder's own risk. Stallholders must indemnify the Organiser in respect of all risks, including, but not limited to, risk of fire, flooding, loss through damage, theft, accident to equipment, stock, vehicles, staff or public on or at their stall whatever the cause during the event, or during the setting up or dismantling of the event or at any time the stallholder's property is on site. The stallholder must insure themselves against these risks and produce evidence of this when requested. The Organiser has taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, stallholders must take reasonable precautions to avoid and prevent accidents occurring and obey the instructions of the Organiser, its officials and stewards. Stallholders are asked to prevent hazards of tripping, falling or equipment/goods falling onto people, and to clear rubbish and debris regularly. Stallholders are reminded that they, and anyone working with them, must ensure they are fully conversant with and comply with all current health and safety regulations, particularly with respect to equipment and public safety. All stallholders are required to have their own Public Liability Insurance in place.

All stallholders, caterers and sub-contractors selling food and/or drink must be authorised by the Organiser and have appropriate food hygiene certificates in place and must comply with all current Food Hygiene regulations and gas safety regulations, if appropriate.

The pitch fees must be paid at least 14 days before the event is held and are not refundable under any circumstances. If not so paid, the pitch will be re-let.

The site must be occupied only by the stallholder, their agents and employees. And under no circumstances sub-let or licensed to anyone else.

Pitches will be guaranteed until 10.00am on the day of the event. After 10.00am pitches may be re-let. Stalls must not be dismantled nor stock cleared away before 4pm and all trading must cease by 4.30pm. Vehicular access or movement is not allowed on site between the hours of 10.30am and 4.30pm.

Each single pitch can accommodate one vehicle to be parked behind the pitch.

On completion of business all refuse and litter generated by stallholders, caterers and sub-contractors must be picked up by them and removed from the site. They should provide an adequate number of bins within the bounds of their site or pitch to deal with rubbish generated by their activity.

The site must be left in good order.

All business must be conducted in a clean, honest, civil and business-like manner.

No food and drink of any description are to be sold without prior consent of the organiser.

No alcohol, live animals or fish are to be sold or offered as prizes by any stallholder.

Any lotteries or raffles running for longer than 24 hours are subject to appropriate approval under The Gambling Act and you must provide the Organiser with the licence number that you have obtained for the competition.

Only goods described at the time of application may be displayed or offered for sale on the pitch. Goods considered unsuitable in any way by the Organiser must be removed from the pitch.

All business must be conducted from the allocated pitch. Stallholders are not permitted to roam the site selling or promoting their goods or services.

The stallholder, their agents and employees will do nothing to adversely affect the health, safety and well-being of themselves, other traders or other persons attending the event.

Mains electricity will not be available on site. The use of generators on site will be subject to prior written approval by the Organiser. It is the responsibility of the stallholder to ensure that his/her equipment is suitable, compatible and complies with all Health and Safety requirements.

Stallholders must not use any loudspeaker apparatus, equipment or machinery or any other offensive practices to cause annoyance to adjoining stallholders. If this request is not adhered to then the Organiser reserves the right to require the apparatus to be turned off.

The trader/stallholder must be in possession of suitable Public Liability insurance cover of not less than £1,000,000 (one million) which must include an Indemnity to Principals clause. Evidence of this must be provided. (Increased cover may be required for specific stallholders and they will be notified individually).

Nothing in these conditions is to be taken as relieving or excusing the stallholder, their agents or employees, from any legal duty or responsibility.

The information you provide will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party or used for any other purpose.

Caterers, Entertainers, Sub-contractors and any other category

Additional terms and conditions may be applicable to each and any of these categories. They will be notified individually.