

Rotary Club of Billericay Mayflower - Billericay Christmas Market 2022



The Rotary Club of Billericay Mayflower Charitable Trust CIO (Charity No. 1186535)



Sunday 4th December High Street Billericay

Application Form

Organisation			
Contact Name			
Email		Phone	
Address			
Website			

High Street Pitch 3M x 3M Please Tick	Hot Food Vendor	By Invitation Only	Trade Stall (£130)		Farmers Market (£65)		Craft Market (£50)		National Charity (£25) Refunded if attend		Local Charity or Volunteer run Club (£15) Refunded if attend
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We only provide a pitch you are required to provide your own table, stall and gazebo

Please make your stalls as Christmassy as possible

Tables price per 2m x 1m (approx) <small>(All designations) (Please tick location)</small>	The Walk (£20) Table provided	No Longer Available	Library Indoors (£30) Table Provided <small>(limited space past library attendees and invitation only)</small>		Refunds Policy: Cancellations by June 30th - Full Sep 30th - 50% After Sept 30th - Nil	In the event of cancellation by the organisers due to inclement weather or other force majeure there will be no refunds or liability on the Rotary Club of any kind
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Because of No Shows at past events all payments must accompany this application form.
If payment is not received then a place will not be reserved for you.

Leaflet Distribution	This is treated the same as having a stall and permits must be obtained to distribute on the event site
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Charities	Please enter your charity number :
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Please note that if you are the local branch of a National Charity you are a National Charity

If you are collecting on behalf of a charity please attach your letter of authorisation to collect on their behalf

Other designation e.g. Stage, Parade etc <small>(please specify)</small>	
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What will you be bringing? (please tick)	Stall		Caravan or Trailer		Truck		Other (Please specify)
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Please note that a standard pitch is 3m x 3m. This includes towbars and any other items associated with your stall.
If you require a different size state it here.
[An additional fee will apply]

Please note that we are no longer offering Power. If you require Power you must supply your own silent clean generator. Noisy or dirty generators will be switched off by the Health & Safety officer

You must have Public Liability Insurance, please confirm this by ticking the box

Yes

How Much?

if you have attended in the past with no insurance please check your household policy to see if they will cover you

Please provide a brief description of what you will be doing [Please list all]	
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Whilst we seek to restrict the number of similar offerings, there is no guarantee to exclusivity given or implied.
The length of the High Street and the number of attendees means that we do allow duplications.

We want stalls to be able to be open for service on two sides so that you are able to serve towards the road and towards the pavement with no back sheet. This will enhance your sales opportunity, open up more space for attendees and assist us to open up shop visibility. Please indicate if you will be able to set up to meet this requirement. This will be taken into consideration when determining your location.	Yes/No
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Any additional comments or requests?

Location Request	Please note that you may request to be in the same location as last year, but the changing of shop ownership and the products on sale may mean that we have to place you in another location
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This is an outdoor event on hard standing and any gazebos must have the legs weighted down accordingly

The organisers reserve the right to reject any application at their sole discretion

A copy of your public liability insurance certificate, your risk assessment, food hygiene certificate if applicable and appropriate fee payment must be attached to this application, cheques to be made payable to 'The Rotary Club of Billericay Mayflower Charitable Trust CIO' and sent to: David Randall 66 Scrub Rise Billericay Essex CM12 9PE	For BACS payments Sort Code 08-92-99 Account 67249383 REF:BCM 2022+ 'your name or organisation name'
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By making this application you agree with the terms stated on this form

Checklist

Application Form		Risk Assessment		Copy of Liability Insurance		Food Hygiene Certificate		Payment
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