



# Pitch Booking Form

## Wivelsfield Village Day 2019

Saturday 20<sup>th</sup> July | 10:30am - 5pm

## Welcome:

Thank you for taking an interest in Wivelsfield Village Day 2019. Following a fantastic 10<sup>th</sup> annual event in 2018, we're back again and working on plans to make this year even better - including an exciting new theme and plans to minimise our environmental impact. If you've attended before, then you'll already have a good idea of how the event runs, and if you're new - we look forward to meeting you.

Our event theme for 2019 is 'Roll Up, Roll Up' - and we'll be bringing all the excitement of the circus! Alongside all of the entertainment and attractions, we're keen to attract a fantastic collection of stalls - from catering to crafts and everything in between. To book a pitch and secure your place to join in the fun, please complete this form carefully and return it to us at your earliest convenience.

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## Basic information:

Your name:

Email address:

Phone number:

Mobile number:

Address:

(This should be the address where any invoices can be sent)

Organisation name:

Type of organisation:

Business / Trader

Caterer

Other

(If you're unsure which of these applies to you, please see the guidance notes at the end of the form)

Wivelsfield-Based Club or Society

Charity or non-Wivelsfield-Based Club or Society

## Organisation details:

### Brief description of your business or organisation:

(This will help us to promote you across our different media channels)

### Phone number for publication: (if applicable)

### Email address for publication: (if applicable)

### Website:

### Social media:

## On the day:

Pitch size required:  Standard (3.5m Frontage)  Double (7m Frontage)  
 Inside Village Hall (2m Frontage) (Space is limited - we'll let you know whether we can fit you in)

### Special requests:

### What you will be doing:

(Please provide details e.g. running a lucky dip and handing out flyers)

Trading / Selling Goods  Games / Competitions  
 Providing Information  Other

Please tick if it's **essential** that you have a vehicle with your pitch  
 This is only possible on a minority of pitches and therefore we request that you consider alternative arrangements

Please tick if you intend to use a generator at the event  
 This will limit where on the site you will be located and will be subject to approval on the day by our health and safety team - you will need to ensure it is properly fenced, risk assessed and insured

# Promoting your business/organisation:

## Advertising & Sponsorship:

As well as your pitch on the day, we have extra opportunities available to help you make the most of the event. You can find out more about each of these options in our advertising and sponsorship guide.

	I'd like to add this:	Please send me more information:	I'm not Interested:
Programme Ad - Quarter Page (£25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme Ad - Half Page (£40)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programme Ad - Full Page (£70)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event or Attraction Sponsorship (Please get in touch)		<input type="checkbox"/>	<input type="checkbox"/>

## Caterers:

Please only complete this section if you're booking a pitch as a caterer.

Please tick to confirm you agree to pay 10% of your takings (not profit) to Wivelsfield Village Day at the end of the event or within 14 days of the event.

Please tick to confirm that you hold the relevant licenses and food hygiene certificates to cater at the event. Please provide a copy of your food hygiene certificate with this form.

YES / NO



Would you like to cater for our evening live music event 'On The Green', until approximately 10pm?



### Wivelsfield Village Day and On The Green are going green...

Please be aware that we are developing an environmental plan for our event in 2019. This will include a ban on all our caterers providing single use plastics - including (but not limited to) cups, straws, cutlery and bottled water.

I understand and agree to comply with this requirement

# Terms and Conditions:

Please tick to confirm that...

- You hold (or will hold on the day of the event) **public liability insurance** to cover your pitch and any activities/equipment. Please include a copy of this with the form, or ensure we receive a copy before the day of the event.
  
- you hold any other necessary **insurance policies and certificates or licences** required by law
  - you understand we may request copies of any licences, certificates or insurance policies both on the day or in advance.
  
- You understand the need for all pitch-holders to complete a **risk assessment** for your pitch at the event and that we reserve the right to request a copy of a risk assessment on the day.
  
- If you intend to use a heat source you will bring with you a suitable fire extinguisher and fire blanket.
  
- Should you need to cancel your booking at Wivelsfield Village Day, you must do so before 12pm on Wednesday 10th July. You accept that cancellations after this point will not be refundable.

By completing and returning this form you agree to follow any directions given to you on the day by event stewards/volunteers, provide your own tables/chairs/gazebo/power source (if required), arrive by 9:45am at the latest, abide by our 5mph speed limit and move your vehicle to the designated parking area by 10am.

You also acknowledge that the Wivelsfield Village Day Committee cannot accept liability for loss or damage to personal property, or for any accident or injury which may occur, during the event in accordance with UK law.

The organisers cannot be held responsible for circumstances beyond their control which may lead to the event being disrupted, postponed or, in severe cases, cancelled. Such circumstances could be adverse weather, civil unrest etc. No refund will be given but every effort will be made to continue or re-schedule the event at the earliest opportunity.

- I have read and agree to the booking terms set out above and the data protection statement on page 6**

## And finally...:

Please circle the appropriate pitch fee...

	Standard (3.5m)	Double (7m)	Village Hall
Business / Trader	£25	£45	£20
Caterer	£10 (Plus 10% takings)	£10 (Plus 10% takings)	N/A
Wivelsfield based club or society	£15	£20	£15
Charity or non-Wivelsfield based club or society	£20	£35	£20
Other	Please contact us to discuss before returning this form		

Total cost of extras selected on page three

Total sum due for payment (pitch fee + extras)

(Don't worry about including things that you've asked for more information about - we can invoice you at a later date if you decide to take up one of our extra advertising or sponsorship opportunities)

I enclose a cheque payable to 'Wivelsfield Village Day'

I will transfer my payment via BACS (see account details overleaf)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Returning this form:

Digital copies can be returned via email to:  
info@wivelsfieldvillageday.org.uk.

If printing and returning by post, send to:

**The Wivelsfield Village Day Committee**  
C/O Wivelsfield Village Hall  
Eastern Road  
Wivelsfield Green  
RH17 7QG

### Payment via BACS:

**For payments via BACS, please use your business or organisation name as your reference.**

Account Number: 24221495  
Sort Code: 23-05-80

# Guidance notes:

## 1. Type of organisation.

- **Business or trader:** Select this option if your primary activities involve selling goods or promoting your services, and you aim to make a profit.
- **Caterer:** Choose this option if you're applying to sell food and drink at the event as your primary activity, and you aim to make a profit.
- **Wivelsfield based club or society:** This option is for any club, society, organisation or group that is primarily based in Wivelsfield. You won't be eligible for this category if you intend to make a profit on the day (fundraising for your charitable purpose or usual activities is acceptable).
- **Charity or non-Wivelsfield Based Club or Society:** If you're a charity or other non-profit group, club or organisation based outside of Wivelsfield, choose this option. You won't be eligible for this category if you intend to make a profit on the day (fundraising for your charitable purpose or usual activities is acceptable).
- **Other:** If you don't fit neatly into one of the above categories, please select other and get in touch to discuss your pitch fee. Examples of things that might fit here include attractions, and organisations that don't intend to promote goods or services at the event (information-only, e.g. Police, Utility Suppliers, etc.).

## 2. Social Media.

- If you'd like to provide details of your social media accounts, please ensure you make clear which websites you are listing and your username for each (include the URL where appropriate - e.g. for a Facebook page).

**Examples:**      Twitter: @youraccount      Facebook: www.facebook.com/YourFacebookPage

3. **Completing this form digitally.** This form can be filled in digitally, using Adobe Acrobat reader. Please make sure you save your entries before sending it back to us. We can't guarantee that other PDF readers will work as well. Please type your full name in the signature box if you are unable to digitally sign your name - we will interpret this as your signature.

# Data Protection Statement:

By completing and returning this form, you are consenting to us (The Wivelsfield Village Day Committee) storing and processing your personal data. We use and share this information in the following ways:

- Personal information supplied on page one ('Basic Information') will be used internally only and won't be shared with any other organisation. We'll use this data to process your booking and provide our services. We'll hold this information for up to three years after the last event of ours that you attend, and may use it to contact you regarding future events and opportunities during this time.
- Information supplied on page two ('Organisation Details') is the information we will use to promote your participation in our event. Information entered here may be made publicly available in various formats, including in our event programme and on our website and social media channels. Information cannot be withdrawn once it has entered the public domain - hence, if you do not wish for any details to be shared, please leave this section blank.

At any time, you may request a copy of all the personal information we hold about you, or ask us to delete any information we hold - although the latter may mean we have to cancel your booking at our event.