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| CRAFT FAIR  BOOKING FORM | | | |
| **Name of stall holder:** |  | | |
| **Address**: |  | | |
| **Email**: |  | | |
| **Phone**: |  | **Mobile**: | |
| **Event details** | | | |
| **Type of Stall:** |  | | |
| **Date:** |  | | |
| **Times**: | **Start time (**including set up):  9.30am (Fair starts at 10am) | | **End time (**including clear up):  1pm (fair ends at 12:30 pm) |

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| **Charges** | | |
| General Hire rate per table |  |  |
|  | | |
| **Please provide details of any appliances to be used. (Limited electric points are available please state if you require one)** | | |

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| **IT IS ESSENTIAL YOU READ THE FOLLOWING STATEMENTS BEFORE SIGNING** | |
| I / We acknowledge that we have read the Terms and Conditions and have read and understand the requirements detailed.  I / We hereby make application for a table, for the purpose and on the date(s) as set out above.  I / We undertake to abide by the Terms and Conditions  I / We have attached a copy of our public liability insurance.  ***(Please delete if not applicable)*** I/We are over 18 years of age. | |
| Signed: | Date: |
| Print name: | Organisation (if applicable): |
| **Your privacy is important to us.**  We need to process your data to perform administration tasks.  We will comply with all data protection laws. We will only store your data for as long as we are legally required to do so.  You can find out more from our “Privacy Notice” which is available from our website or from the council Office or at [www.faringdontowncouncil.gov.uk](http://www.faringdontowncouncil.gov.uk)  **Please confirm your consent below.**  🞎 Yes, I consent to Faringdon Town Council holding the data on this form for administration purposes only. | |

This form should be returned to:

Faringdon Town Council, The Pump House, 5 Market Place, Faringdon, SN7 7HL

**TERMS AND CONDITIONS**

1. **DEFINITIONS**
   1. The **HIRER** shall include the person signing the Booking Application Form and/or the organisation on whose behalf such application was made.
   2. The **COUNCIL** shall include its officers, servants or agents or any persons authorised by them.
2. **PURPOSE**
   1. The hirer shall use the table for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to.
   2. The hirer shall not sub-let the area, or any part thereof, without the written agreement of the Council.
3. **SUPERVISION**

The Hirer or person in charge of the event shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the event.

1. **Table**

Tables are 5ft x 3ft. You will be allocated a position on the day

1. **PARKING**

Parking is available in Gloucester Street Carpark.

<http://www.whitehorsedc.gov.uk/services-and-advice/transport/car-parks/car-park-locations/faringdon>

1. **HEALTH & SAFETY**

Hirers should undertake a risk assessment to quantify hazards, which might arise during the event and devise procedures to minimise any hazard. In addition, hirers are responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974.

1. **SAFE USE OF APPLIANCES**

* It is the responsibility of stallholders to ensure that all electrical appliances are regularly PAT-tested and have correct, up-to-date certification.
* Stallholders are not permitted to use any appliances that have not been notified to the Town Council in the application form or by email.
* Heaters are not permitted.

1. **REMOVAL OF HIRER'S PROPERTY**

All persons and equipment must be off the premises by the time stated on the booking form.

1. **CLEANING**

The stall holder shall, at the end of the period of hire, leave the area in a clean and orderly state. **If it is not, an extra cleaning charge will be made, at the discretion of the Council.** The stall holder will be responsible for the removal of **all rubbish** from the area at the end of the event. An extra charge of £5 per hour that the area is booked will be made against the Hirer if this Condition is not adhered to.

1. **AUTHORISED PERSON**

The person signing the Booking Form will be treated by the Council as the Authorised Person. When the Authorised Person is signing the Booking Form on behalf of an Organisation, Club, Society, Association or Company he/she must have the authority to sign and bind the organisation to the Conditions of Hire.