



MILTON COUNTRY PARK AUTUMN FESTIVAL



- PITCH APPLICATION FORM 2017 -

Event: Autumn Festival Sunday September 24th 2017 10.30am – 5pm

1. General information	
Name	
Name of business	
Address	
Phone number	
Phone number on the event day	
Email address	
Website	
Any relevant social media links	
Description of pitch (food, craft or content you are providing) and an approximate size if not a standard 3x3.	

2. Pitch Options	Type	Price	✓
Craft, garden, produce stall - small	Within a shared marquee – chair and table provided	£35	
Craft, garden, produce stall - small	Up to 3x3 metres Please provide own gazebo, table, chair etc	£35	
Craft, garden, produce stall - medium	Over 3x3 metres - 3x6 metres Please provide own gazebo table, chair etc	£60	
Craft, garden, produce stall - large	Over 3x6 metres Please provide own gazebo, table, chair etc	£80	
Catering - small	Up to 3x3 metres Please provide own gazebo, table, chair etc	£60	
Catering - medium	Over 3x3 metres - 3x6 metres - includes standard vehicle sizes. Please provide own gazebo, table, chair etc	£90	
Catering - large	Over 3x6m - includes large vehicle sizes. Please provide own gazebo, table, chair etc	£140	
Activities - varied	Size of area and terms agreed by arrangement. Please contact: events@cambridgesportlakestrust.org.uk then include our agreed terms in the space provided.		
Charities – small, local	Small, independent, local. Please provide own gazebo, table, chair as needed	Discretionary	
Charities – large, national	Please provide own gazebo, table, chair as needed – rates negotiable if content provided.	£50	

3. Public liability and insurance

We will do everything we can to ensure you have a successful day but cannot be held responsible for damage or loss of your stock.

Although we do hold public liability insurance this does not include a responsibility for your own public liability. For these reasons we recommend you take out suitable cover. Please tick below...

I have public liability insurance and accept liability for any damage or injury caused by me, my products or equipment.

4. Food Hygiene and Safety

Anyone handling food should comply with the Food Safety Law requirements found here:

<http://www.food.gov.uk/business-industry/food-hygiene>

If your stall is providing food please complete the information below.

Local authority your business is registered with:

Registration number:

My business complies with FSA requirements (please tick)

Other information

- Anyone cooking food during the event is required to bring their own appropriate fire extinguisher and will be asked to show it on the day.
- Drinks must only be served in plastic cups.
- Please note there is no water or electricity near the stalls. An outside tap with drinking quality water is available to the left of the visitor centre.

5. Terms and Conditions

1. **VAT:** is not applicable to your stall fee as this event benefits from VAT exemptions as a charity fundraiser.
2. **Cancellation policy:** 50% of your booking will be refunded if you cancel within three weeks of the event. After that time no refunds will be given.
3. **Event cancellation:** we cannot accept responsibility or issue a refund if we have to cancel the event due to extreme weather or other incidents beyond our control.
4. **Set up and pack down:** when your booking is accepted you will be sent information on timings and vehicle movements. These must be adhered to for the benefit of public safety. No cars will be allowed to move within the stated times.

6. How to book and pay

Please complete this application form and return either by email to: events@cambridgesportlakes.org.uk
Or by post to: **Autumn Festival, Milton Country Park, Cambridge Road, Milton, CB24 6AZ**

We will let you know whether your booking has been accepted as soon as possible after receiving your application. We get many enquiries so please be patient and we will be in touch as soon as we can.

Once accepted you will be sent payment options and have two weeks to pay for your pitch in full, after which you will be sent a receipt and further information about the day.