



# Events Booking Form

Date of event: 31st Aug 2024 Start time of event: 12pm (9am setup)

Venue: Sevenfields, Hillary Close, Swindon, SN25 3AQ

Please complete and return to [info@owensworldfoundation.co.uk](mailto:info@owensworldfoundation.co.uk)

## PERSONAL INFORMATION

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

## BUSINESS INFORMATION

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business telephone: \_\_\_\_\_

Business email: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Type of goods selling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you take  
payments?

Cash

Card

Both

**A STALL FEE OF £25 IS PAYABLE AT THE TIME OF BOOKING**

Signature: \_\_\_\_\_

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



# Events Booking Form Terms and Conditions

## **1. BOOKING CONFIRMATION:**

Booking of the stall is confirmed only upon receipt of full payment and completion of the booking form.

## **2. CANCELLATION POLICY:**

Cancellations made less than two weeks prior to the event will result in forfeiture of the stall fee unless exceptional circumstances are provided.

## **3. STALL SETUP AND SAFETY:**

Stallholders are responsible for the setup, safety, and cleanliness of their stall area. Any damage caused to the field during setup or operation of the stall will be the responsibility of the stallholder.

## **4. COMPLIANCE WITH REGULATIONS:**

Stallholders must comply with all relevant laws, regulations, and health and safety standards, including food hygiene regulations where applicable. This includes having all necessary permits and licenses for food handling and sales.

## **5. EQUIPMENT:**

Tables, chairs, and electricity are not provided. Stallholders must bring their own tables, chairs, and equipment, including electricity sources such as generators if needed for food preparation or operation of equipment.

## **6. INSURANCE:**

All stallholders must have valid public liability insurance covering their stall operations. Proof of insurance must be provided upon request by the event organisers.

## **7. PRODUCT RESPONSIBILITY:**

Stallholders are responsible for the quality and safety of their products. Any complaints or issues regarding products sold at the stall are the responsibility of the stallholder.

## **8. ALLOCATION OF SPACE:**

Stall locations will be allocated by the event organisers and are non-negotiable. Requests for specific locations will be considered but cannot be guaranteed.



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### **9. NOISE AND DISTURBANCE:**

Stallholders must ensure that their activities do not cause excessive noise or disturbance to other stallholders or event attendees.

### **10. CLEAN-UP:**

Stallholders must clean up their stall area at the end of the event and dispose of any waste responsibly. Failure to do so may result in a cleaning fee or exclusion from future events.

### **11. RIGHT TO REFUSE ENTRY:**

The event organisers reserve the right to refuse entry to any stallholder or to ask any stallholder to leave the event if they fail to comply with these terms and conditions or if their stall is deemed unsuitable for the event.

### **12. CHANGES TO TERMS:**

The event organisers reserve the right to make changes to these terms and conditions at any time. Stallholders will be notified of any changes in advance.

**Please review these terms and conditions carefully before booking your stall. If you agree to these terms, please sign and return the booking form along with the required payment to secure your stall at the event.**