



Astwood Bank Carnival 2018

Booking Form

I would like to have a stall at the Astwood Bank Carnival 2018 and I agree to pay the pitch fee of £20.

Signed:

Dated:

Please complete your details below:

Company/Charity Name:

Contact Name:

Contact Details:

Email Address:

Stall Details e.g. additional space required:

Selling food products (delete as applicable) No Yes

Would you like to be kept up to date with other events the carnival committee hold during the year? Yes No

Please return completed forms (booking form **and** risk assessment) via email or to the address below:

Charlotte Shepard, 48 Dagtail Lane, Redditch, B97 5QT

Cheques should be made payable to **Astwood Bank Carnival**.

If you have any queries please call Charlotte Shepard on 07912091702 or email charlotteshepard@live.co.uk

Details from this booking form will be held for up to 3 years. If you have asked to be kept in touch regarding future events your details will be held and used for this purpose until such time you wish to cease the communications. We will not sell or give your information to any third party.



Information for Stall-holders

Carnival Day

- This year's Carnival will be held on Saturday 14th July 2018 at S.E. Davis's field, Edgioake Lane. Our theme this year is "Story Time" and it would be great if you could incorporate this in your stall.
- Your pitch fee, as detailed on the booking form, is payable by Saturday 7th July at the latest to secure the pitch. This money goes into Carnival funds for our good causes and if you feel you would like to donate more we would be most grateful.
- A standard pitch will be approximately 3m x 3m in size. If you required a larger area please indicate this on the booking form so that provision can be made for you on the Carnival Field and additional charges made.
- A standard pitch is a space only on the Carnival field. If you have specific requirements that you would like us to assist you with please indicate this on the booking form.
- Stall holders will **not** be permitted on site until 0900 hrs on the Carnival Day and vehicles **MUST** be on-site prior to the local road closure which commences at 1200 hrs.
- Vehicles may be parked by your pitch during set up but must be taken to the adjacent public car-park after unloading and before 1200 hrs. If you feel it is necessary to have your vehicle adjacent to your pitch for the duration of the afternoon i.e. to hold stock then please indicate this on the booking form (an additional charge may be required).
- Stalls may not be taken down until 1700 hrs or at the discretion of the field manager. Please **do not** attempt to bring vehicles on to the Carnival field until advised by a member of the Astwood Bank Carnival Committee that it is safe to do so.
- All commercial and public bodies exhibiting must carry appropriate public liability insurance, and will be asked to show evidence of this.
- Pitch holders will be required to carry out a risk assessment of their proposed activity and provide a copy prior to 7th July. If you need assistance with this please indicate this on your booking form.
- Please note that Astwood Bank Carnival committee may have to make alterations to the above, depending on the weather or other circumstances beyond their control.

We are grateful to all those connected with S E Davis and to you for your support, co-operation and encouragement.

The Astwood Bank Carnival Committee

ASTWOOD BANK CARNIVAL – TRADE STAND RISK ASSESSMENT FORM.

A Risk assessment must be completed by all stall holders. The form below is for your guidance, but you may also submit your own form. For the purposes of completing this form, please consider setting up, trading and break down separately.

IDENTIFY POTENTIAL HAZARD List only hazards that you could reasonably expect to result in harm under the working conditions, e.g. fire, electricity, dust, chemicals fumes, lifting, tripping etc.	IDENTIFY PARTIES AT RISK Please identify group, e.g. stall holders, show visitors, children, not individuals.	ASSESS LEVEL AND PROBABILITY OF RISK HIGH - Likely to cause major injury MEDIUM - May cause minor injury requiring first aid treatment LOW - Unlikely to represent any kind of risk	LIST ANY CONTROLS List any precautions that are in place, e.g. has adequate training instruction and information been provided and does it meet legal standards? If so then the risk has been adequately controlled.	ADDITIONAL CONTROLS List any additional controls that may be used to improve those already in place.

Signed Position

Date..... Exhibitor

N.B. As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form is intended as guidance only and completion does not absolve you from your legal obligations and responsibilities, or transfer such obligations and responsibilities to the

Astwood Bank Carnival Committee. **Please return your completed form by post or email to the same address as your stand application form by the date of the show.**