

## Stall Application Form

Please make your application on this form and return it with full remittance to: Music in the Park, c/o Chris Fram, 8 Digby Close, Thame OX9 3YT (cheques payable to Music in the Park.)

Name of Applicant:	
Company/Organisation Name:	
What are you selling:	
Address:	
Postcode:	
Tel/Mobile no.	
Email:	

There are two standard pitch sizes available, either a 3m or 6m frontage. All pitches are 4.5m deep

Frontage	3 metre (includes 2 wristbands)	6 metre (includes 3 wristbands)	Number of Pitches	Enter Full Amount
<b>Commercial/Trade Stands</b>	£35.00	£60.00		
<b>Charity (charity number required) Charity No:</b>	£25.00	N/A		

- ❖ Music in the Park date is Sunday 30<sup>th</sup> April 2017, 12.00pm to 9.00pm. The closing date for all stall bookings is **1st April 2017**.
- ❖ Details of public liability insurance, trading licenses, risk assessments and food hygiene certificates (if relevant) will be required to go with this application.
- ❖ Please note that the entrance to Elms Park is via Park Street. There is maximum width of 3m for vehicles.
- ❖ Set up times for stalls between 8.00am and 11.00am. Breakdown is from 9.00pm.
- ❖ One trading vehicle can stay on site.
- ❖ Pitches are open grass sites and are subject to availability at time of booking. No services, gazebo, table or furniture will be supplied.

I agree to abide by the field regulations

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

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

# Music in the Park



Elms Park  
Thame  
Oxfordshire  
[www.musicinthepark.org.uk](http://www.musicinthepark.org.uk)

## Field Regulations

1. The committee reserves the right to refuse any entry.
2. Applications must be fully completed and accompanied by the remittance by **1<sup>st</sup> April 2017**. Provisional reservations or post-dated cheques will not be accepted.
3. Every endeavour will be made to meet the wishes of exhibitors/stall holders. **No request for guaranteed position can be accepted.** It may be necessary to revise the layout of the ground from that on the plan which you receive. Only in the case of a **major** change will you be informed.
4. Certain activities may involve the use of bottled gas, charcoal, naked fire, or generating equipment. Exhibitors must have on site a fire blanket and appropriate fire extinguisher. **A risk assessment for any such use must be submitted (with details) at the time of booking.**
5. All portable electric appliances must have an accredited test certificate available for inspection by the organiser
6. You may decide to declare your area a non-smoking area which you are free to do but a clear notice of this must be on display.
7. Exhibitors must clearly identify business/charity name.
8. Exhibitors must maintain their own employee, public and products liability insurance. A copy of the Food Hygiene and current insurance document must be available for verification at all times.
9. No dogs will be allowed on site (**dogs must NOT be left in exhibitors' vehicles**).
10. Public address announcements will be restricted to event information - emergency or medical. The validity of request for an announcement will be at the discretion of MC announcer, a member of the Committee or a member of any of the emergency services.
11. Passes: Exhibitors will be entitled to have access to the ground outside the active open period. For safety reasons, this access will be controlled by patrolling marshals.
12. Vehicle entrance is via Park Street – maximum entrance width is 3m.
13. Public access to the ground will be between 11.45am and 9.00pm. **No exhibitor vehicle movements will be allowed from 11.00am onwards until site is cleared of public.**
14. Exceptions to the above would be: Any emergency vehicle entering or leaving the ground.
15. Each pitch will be marked out and numbered with its size clearly marked. No part of any exhibitor material will be allowed outside the marked area. Neighbourly consideration of other exhibitors is required when choosing and siting tall or bulky display material.
16. All exhibitors are responsible for the clearance of their pitch of refuse, litter, glass or any other article deposited during the day. Disposal points will be clearly marked. Collected rubbish must not be left on or near the pitch.
17. Exhibitors are reminded that no stand must be dismantled or left unattended during the open hours of the event. Movement of vehicles will be allowed after the event has finished and is clear of public.
18. No glass bottles will be permitted onto the event site.
19. No water or drainage is provided on site.
20. Designated trader toilets will be available on site.