



Surbiton Festival

STREET MARKET: VICTORIA ROAD ON SATURDAY 24TH SEPTEMBER 2011

The ever-popular **Saturday Market** offers an exciting trading or marketing opportunity for **local businesses, other traders, craftpersons, organisations and charities**. Market stalls will be available, each with a 7' x 3' table (arranged in pairs with a space between for access) and a PVC waterproof awning, erected ready for use. (see overleaf for detailed specifications)

Like previous years, an improved stall design is planned to give better protection from showers. However, we cannot provide against driving rain – always a hazard for open-air markets, although we will be applying for better weather supported by the law of averages!

Please complete the booking form below and **keep a copy for your records**. You should **return it with your cheque** for the full amount by **24th August latest** to the address shown on the form. As set out overleaf we also need a copy of your insurance certificate and a risk assessment for your stall and for hot food stalls we need your local authority registration.

The market is **primarily commercial** and the selling of raffle tickets will **not** be permitted although a maximum of 3 tombola stalls will be allowed.

Kindly note that unless your form **clearly states** your goods or services on offer, your application **cannot be accepted**. If you have any booking queries, please contact **Neil Winckless** on **020 8949 6921**.

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PLEASE USE BLOCK CAPITALS

Please return this form by 24th August to:

Please provide on hire Stall(s) @ £50.00

Mr. Neil Winckless

I enclose a cheque totalling £ made payable to "Surbiton Festival"

22 Sherborne Road

Chessington

I have read and agree to the Booking & Operating Conditions Listed Overleaf

Surrey KT9 1AT

neil@winckless.com

Signed Date/...../.....

Name Printed

Address

..... Telephone No e-mail

PLEASE STATE BELOW THE GOODS/SERVICES WHICH YOU INTEND TO OFFER

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NOTE: You are advised that this market is very popular, so the rule is strictly – "first come, first served"

CHECKLIST: Cheque, risk assessment, insurance, hot food certificate..

BOOKING CONDITIONS

1. Stall sites must be **cleared** of all goods and litter by **4.30 pm** on Saturday 24th September 2011.
2. All goods must be confined **onto or beneath** the stall you have booked. **No overflow onto adjacent areas will be allowed.**
3. Stallholders are advised to check that their insurers cover them and their staff against personal injury, public liability and against loss or damage to goods as **the organisers will not accept liability arising from any of these circumstances.** *Please forward a copy of your insurance certificate with your application*
4. Stalls **must be open for business from 10.00 am at the latest**, to trade until 4.00 pm when the market closes.
5. Delivery of goods to a stall by vehicle is allowed **only between 8.00 am and 9.00 am.** After delivery **ALL VEHICLES MUST BE REMOVED IMMEDIATELY.**
6. If you are selling food and/or drink for immediate consumption, you **must provide an adequate litter bin and dispose of any rubbish appropriately.** Also you need to meet local authority hygiene standards.
7. Stalls will be backing on to the kerb on the “Boots” side of Victoria Road, between St. Andrews Road and the roundabout, in Surbiton Parade near the station, or in the station car forecourt These roads will be closed to traffic.
8. **All stallholders must provide a risk assessment for their stall with their application**
9. **ALL HOT FOOD SUPPLIERS MUST ALSO PROVIDE THEIR LOCAL AUTHORITY REGISTRATION.**

