



Warlingham Fair 2017 will be held on Saturday 17<sup>th</sup> June and you or your organisation are invited to apply for a pitch. The Fair takes place on Blanchman's Farm Nature Reserve, Limpsfield Road, Warlingham, CR6 9LW, from 11am - 4 pm. Should you want to join us, an application form for a pitch is attached. This form gives details of pitch sizes and fees with conditions of booking. Please return the completed form and fee payable to the address given. The Fair is non-profit-making and all proceeds (less expenses) are donated to local organisations, in particular those who contribute to the day. The aim of the event is to encourage community involvement in an enjoyable day out, introduce visitors to the Nature Reserve, and give local community groups the opportunity to raise their profiles, and/or generate funds for specific purposes. We are again offering tables in a Craft Marquee. For more information about these tables and prior to applying, please contact Richard Gandy (07785538046 or e-mail Richard on r.gandy1@ntlworld.com). For consumer protection purposes, a list of all pitches booked before publication of the Fair programme (beginning of May) will appear in the Fair Programme and include contact name, name of organisation, address and contact telephone number.

### **Advertising in the Programme**

If you wish to place a display advertisement in the programme, please supply any artwork and fee, to the contact address below, as soon as possible. The fee for display advertising in the programme

remains at: £50 Full page 5" wide by 8" deep  
£30 Half page 5" wide by 4" deep.

Please contact Angus Bransby (angus.bransby@bt internet) for more information.

### **Insurance and Risk Assessment**

Holders of pitches are responsible for their own 3<sup>rd</sup> Party and Public Liability Insurance, carrying out any relevant risk assessment and the safe operation of the pitch. Please supply copies of your current Public Liability Insurance and your risk assessment. Risk Assessments should indicate any public participation or risk to other members of the public.

Application for pitches may be made at any time before the Fair, subject to availability of space. All pitches are 10 metres (33') deep. We emphasise that tables or chairs are not provided for pitch holders' use.

### **BOOKINGS CONTACT**

Marion Jones, 5 Harrow Road, Warlingham, Surrey CR6 9EY.  
Tel: 01883 626398, e.mail:mjones.warlingham@gmail.com

The booking fees for 2017 remain the same as 2016 and are:

- A. **Commercial Pitches** (including demos and displays) Minimum frontage 4 metres (13') (£50) and includes parking on site for 2 vehicles per 4 metres booked. The fee for additional frontage will be £12 per metre. Includes demonstrations &/or displays. **PLEASE INDICATE ON THE BOOKING FORM THE FRONTAGE OF PITCH REQUIRED (TO ACCOMMODATE ALL EQUIPMENT, TABLES, GUY ROPES ETC). Tables/chairs are not provided for pitch holders' use.**
- B. **Charity (Registered)** Minimum frontage 4 metres (13') (£30) and includes parking on site for 2 vehicles per 4 metres frontage booked. The fee for additional width will be £7 per metre. **PLEASE INDICATE ON THE BOOKING FORM THE WIDTH OF PITCH REQUIRED (TO ACCOMMODATE ALL EQUIPMENT, TABLES, GUY ROPES ETC). Tables/chairs are not provided for pitch holders' use.**
- C. **Charity - Displays & Demonstrations only** Pitches £15 for allocated frontage of 4 metres only and include parking on site for 2 vehicles. Tables/chairs are not provided.
- D. **Craft Table** Please contact Richard Gandy (details overleaf) for information prior to applying.

There will be NO return of fees in case of bad weather or other unforeseen circumstances. **Stallholders are to provide any equipment they may require, including tables, chairs and shelter. No electricity is available to stallholders, tables/chairs or protection are not provided.**

### Food Sales

The Committee has sole catering rights at the Fair, and items of food or drink for consumption on site may not be sold without prior confirmation from the Committee at the time of booking. Tandridge District Council may contact you if a Food Hygiene Certificate is required.

### To book a pitch

To apply for a pitch at the Fair please complete and return the form enclosed, together with the appropriate fee, as soon as possible to the address given. **Pitch fees must be paid in advance - bookings are only confirmed if the fee is received at the time of application.**

We regularly receive a large number of requests for bric-a-brac stalls and the Committee suggests that organisations intending to sell this type of goods consider other options. The Committee reserves the right to refuse any booking if there are too many similar or competing stalls, or if stalls are not within the true spirit of the Fair. An official raffle to raise funds for the upkeep of the site is organised by the Blanchmans Farm Management Committee.

**NB: Parking: Two cars per 4 metres frontage of pitch can be accommodated on site - usually at rear of pitch. Helpers will be allowed onto the site temporarily, if displaying a temporary parking permit issued at time of booking. There is no provision for parking other than for stallholders. Please only park where directed by a steward.**

It would be helpful if your stall could display the name of your organisation, both for the Committee's benefit and also for visitors to the Fair.

# WARLINGHAM FAIR - 17th JUNE 2017

## PITCH APPLICATION FORM (please complete and return to the address below)

Name Organisation: \_\_\_\_\_ Reg. Charity No. (if applicable) \_\_\_\_\_

Please indicate type of goods to be sold/displayed or your proposed activity:

\*Name of Contact: (Mr) (Mrs) \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_ Post Code \_\_\_\_\_ E-Mail address (if applicable): \_\_\_\_\_

*\*This information will be published in the Fair Programme for consumer protection purposes and to advertise activities of organisations attending the Fair. If you do not wish some of the details to appear, please contact Mrs Jones at the telephone number below. Location of pitches is at the discretion of the Committee, Any preference for siting can be noted here and we will endeavour to accommodate you.*

• Please tick type of pitch required (see letter)      **A**      **B**      **C**      Frontage \_\_\_\_\_ metres

• No of temporary parking permits needed for helpers.      \_\_\_\_\_

• Fee enclosed £ \_\_\_\_\_ (Please make cheques payable to "Warlingham Fair")  
*Fees: Type A - £50.00 for standard pitch + £12 per extra metre for Type A,  
Type B - £30.00 for standard pitch + £7.00 per extra metre for Type B,  
Type C - £15.00 for Type C (4 metres wide only for displays/demonstrations).*

• Will alcohol be provided as a prize?    Yes    /    No

If appropriate, have your premises been inspected by your local authority and certified as suitable for production of food? If so, please provide name of local authority and certificate number. Details of suppliers of food will be passed to Tandridge District Council who may contact you to discuss any Food Hygiene Certificate required.

Authority ..... Cert No. ....

I enclose copies of our Risk Assessment and Insurance.

By signing this Booking Form I agree to the Terms and Conditions overleaf.

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

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Marion Jones, 5 Harrow Road, Warlingham, Surrey CR6 9EY.  
tel: 01883 626398, e.mail:mjones.warlingham@gmail.com

/PTO .....



**17th June 2017**

## **TERMS AND CONDITIONS**

- 1. I confirm that I have adequate 3<sup>rd</sup> party & public liability insurance, have carried out the required risk assessment and indemnify the Warlingham Fair Committee in respect of all claims arising from any incidents at the pitch. Copies of the risk assessment and insurance are enclosed with this booking application.**
- 2. Pitchholders should arrive between 8am and 9.30am, and sites should remain manned and trading during the Fair open hours (11am to 4pm). Vehicles with temporary parking permits must leave the site by 10.30 am to allow for entrance of the Parade at 11am.**
- 3. Stalls (including guy ropes), accompanying vehicles and equipment, must remain completely within the booked space during the Fair open hours (11am to 4pm) and not encroach on neighbouring pitches.**
- 4. Due to the restricted space, and in the interests of safety of visitors to the Fair, no vehicle will be permitted to drive on the Fair field during the above open hours. In any emergency please contact a Steward or the Control caravan who will arrange to accompany your vehicle safely offsite.**
- 5. Alcohol must not be sold except at the Fair's licensed stall and should not be received in any circumstance by those under 18 years of age. Please indicate on the Booking Form if your organisation intends to provide alcohol at the site as a prize.**
- 6. Warlingham Fair Committee cannot be held responsible for loss or damage to personal property (eg monies, goods or vehicles belonging to stall-holders).**
- 7. I understand tables/chairs and electricity are not supplied.**

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