



# THORNABY TOWN COUNCIL

## STALL APPLICATION FORM

### THORNABY SHOW

Sunday September 2nd 2018

Harold Wilson Field, Bader Avenue, Thornaby on Tees, TS17 0EH,  
10.00am – 4.00pm

Contact name .....

Address.....

.....Postcode.....

Telephone  
Number.....Mobile.....

Email.....

**Please complete the next section which applies to you and return along with your payment and accompanying documentation (if applicable) to: The Town Clerk, Thornaby Town Council, Town Hall, Mandale Road, Thornaby-on-Tees, Yorkshire, TS17 6AW.**

**Cheques should be made payable to: Thornaby Town Council**

Do you have public liability insurance	Yes		No	
Are you fundraising for a Charity	Yes		No	

**If you have ticked yes to either of the above, please provide the documentation at the time of your booking with your application to be progressed (see terms and conditions overleaf)**

### CHARITY STALLS/INFORMATION STANDS (£10 per table)

Name.....

Charity Number (if applicable).....

Details of stall .....

### TRADING STALLS (£15 per table)

Name.....

Details of stall.....

#### Tables

Number of tables required (2 maximum)	Indoor		Outdoor	
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**Please note: you must bring your own chairs and if required a gazebo for outside tables, as these will not be provided.**

**If you do not receive a confirmation email or letter to confirm receipt of your application please contact Thornaby Town Council on 01642 678652 to confirm that your request was successful.**

**Please ensure that you carefully read the Terms and Conditions listed overleaf, before returning and signing the form**

## TERMS & CONDITIONS

- Thornaby Town Council reserve the right to remove you from the event for the following reasons: health & safety, behaving in a threatening and abusive manner to any one person and acting under the influence of alcohol
- The Council reserves the right to cancel the show at its discretion up to 2 days prior to the event. A full refund will be given within 7 calendar days of the date of the event.
- Closing date for applications is 7 days prior to the date of the event.
- In the event of the stallholder cancelling the appropriate charges will apply as shown below:

Calendar days notice before the start date of the event	Refund applicable
14 calendar days or more	50% refund
Between 1-14 calendar days	No refund will be given
Failure to attend	No refund will be given

- All cancellations must be received in writing.
- Stall holders are **not** permitted to sell or raffle **tobacco, alcohol and electrical** items.
- Stallholders are **responsible** for the food that they sell or raffle. All food related products must be clearly labelled (i.e. allergen information).
- Transport can be brought onto the field for ease of unloading. The site gate will be open for setting up from **7.30am** and you are requested to be on site and set up by **9.30am** on the day. Stallholders parking is available.
- Transport can be brought onto the field for ease of uploading after **4.00pm, not before.**
- Stallholders on arriving who have booked an indoor space shall make their way to either marquee 1 or marquee 2 as stipulated in their confirmation letter.
- Stallholders who have booked an outside space must contact one of the marshals who will be available to direct them to their location on the field.
- Stallholders are permitted to bring along a gazebo if their stall is outside.
- **No vehicular movement will be allowed whilst the show is open to the general public between 10.00am – 4.00pm. In case of emergency only, marshals need to be contacted to arrange for you to be safely escorted off the site.**
- Cheques to be made payable to Thornaby Town Council and enclosed with the booking form. Payments made in pounds sterling are to be paid at the council office.
- Upon receipt of your booking form and subsequent payment your place will be confirmed. A letter of confirmation will be sent within 7 days.
- If you have ticked **yes** to say you have Public Liability Insurance a copy **must** be provided at the time of booking. Your application will not be processed until documentation has been received.
- Charity fundraisers shall provide the council with an acknowledgement letter from the charity at the time of booking otherwise full costs may be incurred. Your application may not be processed until documentation has been received.
- By signing this form each participant shall indemnify Thornaby Town Council against all liabilities, actions, costs, claims & compensation for injury, loss to any persons, or damage as a result of his/her involvement in the event.

**\*I have read and understood the terms and conditions as set out by Thornaby Town Council and hereby agree to comply with them.**

Signature.....Date.....