

PETERLEE SHOW 2018.



Saturday 1st & Sunday 2nd September
At Helford Road Playing Fields, Peterlee. SR8 1ER

Application Form for Voluntary Section Stall

Organisation name					
Address					
		Postcode			
Your details	Title		Initial		Surname
Tel no (daytime)				Mobile	
Email address					
Charity number					
Items to be sold/displayed					

Stall Requirements

Day(s) required	Both days	<input type="checkbox"/>	Saturday only	<input type="checkbox"/>	Sunday only	<input type="checkbox"/>
Code	No of tables	Table formation	Table layout		Cost 1 day	Cost 2 days
A	1	6' x 2.6'	<input type="checkbox"/>		Free	Free
B	2	12' x 2.6'	<input type="checkbox"/>	<input type="checkbox"/>	£9.00/£10.00	£13.50/£15.00
Please circle appropriate letter			A	B	£	
Location (please circle)			Inside	Outside	£	
All Sunday pitches will be located outside			Reduction of £2.00 for an outside pitch			
No of chairs @ £1.50 each					£	
			Total amount due		£	

To receive a 10% discount all completed application forms and payments must be received before 22nd June 2018. (Discount prices are shown in red)

I agree to abide by the terms and conditions I have received. The organisation for whom I have applied for this stall is a registered charity or a 'not for profit' organisation.			
Signed		Position in Company/Organisation	
Print Name		Date	

When completed please return this application form with the relevant documents and payments to:

The Admin Team
 Peterlee Town Council
 Shotton Hall Banqueting Suites
 Old Shotton
 Peterlee. SR8 2PH
 Tel 0191 5862491; ext 202

Email parks@peterlee.gov.uk **Closing date for all application forms is Friday 10th August 2018**

For office use only			
Table number		Payment rec'd	
		Receipt number	

TERMS & CONDITIONS

1. Only one free table is allowed per organisation. The name of your charity must be displayed on your table. **No food items or sweets to be sold in this marquee.**
2. Cheques should be made payable to Peterlee Town Council or alternatively cash or card payments can be made in person to Shotton Hall Banqueting Suites.
3. By signing the application, the stall holder indemnifies Peterlee Town Council against any liability, cost, claim or other demand rising out of the exercise by the exhibitor of his rights under this agreement. All stall holders must provide and enclose a copy of Public Liability Insurance with the application form. If the insurance is due for renewal prior to the Show, a copy of the renewed certificate must be sent to the Show Co-ordinator before the Show. Stallholders who do not comply will not be admitted onto the Show field
4. The siting of all stalls will be at the absolute discretion of the Events Manager.
5. **No additional tables or displays will be allowed beside your table in the marquee.**
6. Stalls may be set up from 8.00am on Saturday and 9.00am Sunday. Stall holders must be set up & ready for trading by 10.00am on each day.
7. Stalls should be cleared each day at 5.10pm; the stall holder will be responsible for removing all waste material of whatever nature from the allocated site.
8. Vehicles must be removed to the main car park Immediately after unloading.
9. Peterlee Town Council reserves the right to refuse any stall application or refuse admission without explanation of any person to the Show and evict from the site any person who causes any kind of disorder or does not comply with the conditions laid down by Peterlee Town Council.
10. Please ensure the following is enclosed when returning your form
 - Completed & signed application form**
 - Payment in full**
 - Copy of your public Liability Insurance Certificate**

PLEASE NOTE:

The organisers are unable to accept responsibility for any losses.

No responsibility is accepted by the Peterlee Town Council Show Committee neither for the weather, loss or damage of any kind whatsoever, arising from the use by the stallholders of the space occupied, equipment hired nor for any claim by any persons arising from such.

A confirmation letter and car park passes will be sent to all applicants 2 weeks prior to the event.

