



## PITCH APPLICATION FORM

Name..... Representing.....(Organisation)

Address.....

Post Code..... Email:.....

Tel: No. .... Mobile.....

- All areas are grass
- The organisers will review all bookings and reserve the right to decline acceptance of the booking
- No guarantee can be given for a particular requested position
- Please attach a copy of your Public Liability Insurance
- If planning to sell any homemade cakes or fresh produce you will need to provide a copy of your Food Hygiene Certificate and insurance
- This form is **not** for hot food/catering – contact Gill Houlton (01530 468179 or [trade@ashbywillesleyvintagefestival.co.uk](mailto:trade@ashbywillesleyvintagefestival.co.uk))
- Prices are for the weekend – all stalls must be on site for both days of the event
- A standard pitch is 3m x 3m. Additional pitch frontage can be purchased by the metre at the rates below. E.g. a standard pitch plus an additional 1 metre frontage will be a 4m wide x 3m deep pitch
- Vehicle parking will be in the main car park and not with pitches – However, parking for 1 vehicle with your pitch can be pre-booked subject to a £10 fee and must be booked at the time of submitting your pitch booking form
- Two wristbands are provided per pitch free of charge – additional wristbands can be purchased below

Saturday and Sunday 24 <sup>th</sup> & 25 <sup>th</sup> June 2017		
	Quantity	Final total cost
<b>Charity</b>	Standard pitch (3m x 3m) = £20	
	Additional pitch frontage = £5 per metre	
	Additional wristbands = £5 each	
<b>Trade &amp; Business</b>	Standard pitch (3m x 3m) = £40	
	Additional pitch frontage = £10 per metre	
	Additional wristbands = £5 each	
<b>Parking</b>	Vehicle parking with pitch = £10 (See notes for more information)	<b>YES / NO</b> (delete as appropriate)
<b>If vehicle parking is being purchased, will you need to move your vehicle from your pitch on Saturday evening?</b>		<b>YES / NO</b> (delete as appropriate)
<b>Will you be bringing a generator?</b>		<b>YES / NO</b> (delete as appropriate)
<b>Please state what you will be selling/displaying etc.</b>		
<b>Is camping required: Yes / No</b> (delete as appropriate) - (Maximum 1 tent/caravan per pitch) How many people will be camping? _____		

I accept all conditions set relating to trade at the Ashby and Willesley Vintage Festival

**Signed** ..... **Date** .....

Please send this form with a cheque (made payable to Ashby and Willesley Vintage Festival) and an A5 stamped addressed envelope to:- Mrs Gill Houlton, 1 Shellbrook Close, Shellbrook, Ashby de la Zouch, LE65 2UJ.



**ADDITIONAL INFORMATION**  
**Please retain this page for your information**

**Location**

The event will take place at Moira Furnace, Furnace Lane, Moira, Swadlincote DE12 6AT

**Stall information**

It is essential that you state what you will be selling/displaying/doing on the application form to allow the organisers to place each stall at the correct position.

**Gazebos/Tents/Equipment**

Set up needs to be completed by 9.00am with no vehicle movement after that unless in an emergency. The organisers reserve the right to check the exhibitor's equipment and to prohibit its use if thought to be unsafe. All pitches are required to bring and erect their own gazebo/tent. Pitch boundaries adjoin the neighbouring pitch so you must ensure your gazebo/tent/equipment fits within the area you have booked. No electric will be supplied to any stalls. Please specify on your booking if you will be bringing a generator.

**Camping**

One tent/caravan is permitted per pitch. Camping is situated in a separate designated area. Please specify on the booking form if you require camping and the number of people camping (all people camping must have wristbands – see below)

**Staffing of your pitch**

Please ensure that your pitch is staffed at all times. Each stall will be provided with 2 wristbands that must be worn by staff at all times. Additional wristbands can be purchased in advance of the Festival for £5 each. The Committee will not accept responsibility for lost or damaged property. Please note that the event finishes at 5pm Saturday and Sunday and you should be prepared to stay until the event has finished.

**Insurance**

All stalls will need to provide a copy of their Public Liability Insurance.

**Payment, Cancellation or Abandonment**

Payment must be made at the time of submitting your booking. Cheques made payable to Ashby and Willesley Vintage Festival. Please do not send cash. If you wish to make payment via BACS please contact Mrs Gill Houlton (details below).

In the case that the event, or any part of it is cancelled or abandoned by the organisers for circumstances beyond their control, the organiser shall be entitled to retain the whole of the sums paid to them to cover expenses incurred in connection with the event.

**Confirmation**

All bookings will be reviewed before confirming acceptance. You will receive confirmation of your booking and receipt for payment. Further details and instructions will be issued two weeks prior to the event. Please ensure you provide a Stamped Addressed Envelope with your booking form.

**Parking**

Space on the site is limited so for 2017 there will be no parking allocated with pitches. However, a parking space with your pitch can be added to your pitch booking for a £10 fee. This must be booked with your pitch booking. To help the organisers allocate pitches effectively if you are booking a parking space with your pitch please note on the form if you will be moving your vehicle on Saturday night. All other vehicles must be parked in the main car park. If you are bringing a caravan please see Camping section above.

**Further details:**

Contact Mrs Gill Houlton – telephone 01530 468179 or email [trade@ashbywillesleyvintagefestival.co.uk](mailto:trade@ashbywillesleyvintagefestival.co.uk)