



Bracknell Armed Forces Day 26th June 2010

ASSOCIATION/CHARITY/COMMUNITY GROUP/TRADER CONTRACT **V4.0** – BRACKNELL

PLEASE COMPLETE IN FULL & RETURN WITH REFUNDABLE DEPOSIT TO:

Bracknell Armed Forces Day 2010
Miss. Emily Bidwell – Event Coordinator
14 Vandyke
Bracknell
Berkshire RG12 8UP

Trading Name _____

Contact Name: _____ Reg Charity No: _____

Address: _____

Telephone: _____ Fax No: _____

CHARGES:

Free to associations, charities and community groups - £20 refundable deposit
Food vendors contact Event Coordinator/Event Secretary bafd@live.co.uk

Pitch includes: 3m x 3m pop up Gazebo, 1 x 6ft table, 2 chairs access to pitch from 0800 – 1700 on 26th June 2010. *(Gazebo, table and chairs will be set up prior to arrival and struck on completion by others)*

Official Partners





SIGN THIS COPY & RETAIN FOR YOUR RECORD
RETURN SECOND COPY TO BRACKNELL ARMED FORCES DAY 2010 COMMITTEE.

The attached terms and conditions form an integral part of this contract.

I confirm that I have received, read and agree The Bracknell Armed Forces Day Association/Trade terms and conditions. I agree that my failure to comply with any of these conditions or applicable trading laws will result in the termination of my use of the Gazebo and pitch at the Bracknell Armed Forces Day Event.

I can confirm that the following persons will be in attendance on the allocated pitch with a gazebo, table and chairs on 26th June 2010:

Name	Mobile telephone Number
Mr/Mrs.....
Mr/Mrs.....
Mr/Mrs.....
Mr/Mrs.....

I can confirm that the following activities will take place on the Pitch with gazebo, table and chairs.

Description of Activities: (eg – presenting association/charity/community activities, selling association clothing and badges etc)

www.armedforcesday-bracknell.co.uk

BAFD USE ONLY

Insurance Confirmed:..... Activity Confirmed:..... Pitch Number Allocation:

- We enclose a cheque for **£20.00** as refundable deposit made payable to '**Bracknell Veteran's Day**'
- On completion of the event please donate our deposit to '**Help the Heroes**' charity

SIGNED: **DATE:**
(For Association or Trader)

PRINT NAME:

Copy #1 – Association/Charity/Community Group/Trader Copy



RETURN THIS COPY TO BRACKNELL ARMED FORCES DAY 2010 COMMITTEE,
PLEASE RETAIN THE OTHER COPY

The attached terms and conditions form an integral part of this contract.

I confirm that I have received, read and agree The Bracknell Armed Forces Day Association/Trade terms and conditions. I agree that my failure to comply with any of these conditions or applicable trading laws will result in the termination of my use of the Gazebo and pitch at the Bracknell Armed Forces Day Event, without refund.

I can confirm that the following persons will be in attendance on the allocated pitch with a gazebo, table and chairs on 26th June 2010:

Name	Mobile telephone Number
Mr/Mrs.....
Mr/Mrs.....
Mr/Mrs.....
Mr/Mrs.....

I can confirm that the following activities will take place on the Pitch with gazebo, table and chairs.

Description of Activities: (eg – presenting association/charity/community activities, selling association clothing and badges etc)

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BAFD USE ONLY

Insurance Confirmed:..... Activity Confirmed:..... Pitch Number Allocation:

- We enclose a cheque for **£20.00** as refundable deposit made payable to '**Bracknell Veteran's Day**'
- On completion of the event please donate our deposit to '**Help the Heroes**' charity

SIGNED: **DATE:**

(For Association or Trader)

PRINT NAME:

Copy #2 – Bracknell Armed Force Day Committee Copy

BRACKNELL ARMED FORCES DAY 2009 TERMS & CONDITIONS

You are required to read the attached enclosed points, as directed by the Local Authority. You are also asked to note the sections regarding Access and Fire Exit Routes, Generators, Electrical and Gazebo's. *(NB: These conditions may change following direction from the Licensing Authority)*

1.0 ACCESS TO GAZEBO AND PITCH/STAND:

- 🚫 The gazebo, table and chairs will be placed in position by others
- 🚫 The position of the gazebo is static and must not be moved or changed
- 🚫 Access to the gazebo and pitch will be from 0800 until 1700.

2.0 VEHICLES:

- 🚫 Vehicles will be allowed to unload, to assist with the preparation of your material at the gazebo.
- 🚫 Care will be taken at all times when moving around the pedestrian areas, no deliberate speeding.
- 🚫 When unloading is complete all vehicles must moved to a designated area (as directed by BAFD Stewards)
- 🚫 Please note parking in unauthorised area could lead to infringement notices being issued to owners *(all parking fines are the responsibility of the vehicle owners)*

3.0 ANIMALS:

- 🚫 Please note that, without exception, **NO DOGS OR OTHER ANIMALS** will be allowed at the gazebo or pitches, with the exception of registered blind and disable helper dogs.
- 🚫 Where registered blind and disabled helper dogs are in place, the owner is responsible for the welfare of the dog and ensuring that any faeces is picked up and disposed of correctly

4.0 EQUIPMENT:

- 🚫 No live ammution or pyrotechnics are permitted on site
- 🚫 Generators and or LPG's **will only** be allowed with suitable risk assessment and test/inspection certification
- 🚫 Any equipment used for demonstration it must be safe and fit for use.
- 🚫 Any hands on activities must be supported with a suitable and sufficient risk assessment, and supervised at all times by a competent persons
- 🚫 It is the gazebo holders responsibility to maintain the safety and the security of any static vehicle or equipment and it **must not** be left unattended at any time.

5.0 FIRE ROUTES & EMERGENCY PROCEDURES

- 🚫 All dedicated Fire Routes throughout the event area must be maintained clear at all times.
- 🚫 Each gazebo holder will be issued with a lanyard badge with emergency procedures and contact numbers printed on the reverse, badges must be worn at all times whilst in attendance on your gazebo.
- 🚫 In the event of an emergency remain on your pitch/stand until issued instructions from the event management or emergency services.
- 🚫 A dedicated First Aid marquee will be provided, this is marked on the plan as pitch No 1.

6.0 SECURITY:

- The Bracknell Armed Forces Day 2010 Committee and the Bracknell Town Council accept no responsibility for any loss or damage to association/traders equipment, merchandise, vehicles or personal belongings.

7.0 LETTING/TRADING:

- Gazebo holders are not to sublet areas of their pitch to other traders. Anyone found doing so will be asked to leave the site immediately, with loss of deposit.
- Any food trading must be supported with suitable Food Hygiene certification, HACCP's/risk assessments.

8.0 LICENSING:

- This contract is subject to additional requirements as requested by the Bracknell Armed Forces Day 2010 Committee with regard to Local Authority Licensing Restrictions* or Licensing and Code of Practise of Outdoor Events**.
- Charity collection tins/buckets must be placed on tables, pitch holders are not permitted to collect elsewhere at the event. Any organisations collecting must be in possession of a Street Collections Licence from BFC.

9.0 INSURANCE:

- All gazebo's are to be of a safe and secure nature. You will be required to make and alteration requested by the Bracknell Town Manager or Bracknell Armed Forces Day 2010 Events Organiser, with regard to Health & Safety.
- Do you have public liability insurance: *If yes, please attach a copy*

10.0 TRADING:

- Your gazebo is to be ready for inspection by Bracknell Forest Borough Council's Environmental Health Dept or Bracknell Armed Forces Day Event Organiser by 0845.
- On Saturday the site is open 0800, please ensure that you are open and ready for the general public by 0900.
- Closing time must be at 1650 on 26th June 2010. *NOTE: It is the pitch holders responsibility to inform customers of the closing times, in order to close on time without customer disappointment.*
- A skip/waste collection area will be provided at the venue for all rubbish. Please make sure it is bagged and tied, black bags will be provided.
- Music systems may be used providing it does not interfere with other Bracknell Armed Forces Day 2010 activities. The system must be turned off immediately at the request of Bracknell Armed Forces Day Event Organiser/Stewards. It must be turned off at 1700.

11.0 CANCELLATIONS:

- If you cannot attend at the event your money will only be returned if we are able to find a replacement pitch user.

*Local Authority Licensing Restrictions

<http://www.bracknell-forest.gov.uk/environment/env-licensing.htm>

** Licensing and Code of Practise of Outdoor Events

<http://www.bracknell-forest.gov.uk/env-safety-advisory-group>