

BROADSTAIRS FOLK WEEK CRAFT FAIR 2017

Application for Catering Spaces
SATURDAY 12th AUGUST – FRIDAY 18TH AUGUST

APPLICATION FORM FOR CATERING PITCHES ONLY

PLEASE FILL IN ALL SECTIONS EVEN IF YOU HAVE BEEN TO FESTIVAL BEFORE

Please print details below in block capitals, take a photocopy for your records & send back to BFW.

All applications to the Craft Fair must be submitted on this form. Submission of this form does not guarantee you a pitch; we will confirm this to you in writing.

Name of Stall holder and Trading as:			
Name for Wrist Bands – (Two per stall) <i>All traders will need to wear a wrist band for ID and access to compound out of hours</i>		1.	
		2.	
Address			
Postcode:			
Telephone & Mobile Number:			
E Mail Address:			
Website address:			
Registration Number of your Vehicle			
Description of Stall Please give a full description of the items on sale at your UNIT with food and drink menu. Please attach additional information, especially photos of your catering unit.			
Outside stalls only Stall Charges £56 per foot (does NOT include on site camping)			
10ft frontage (minimum)	£	£	
10ft frontage	£		
15ft frontage	£		
20ft frontage	£		
25ft frontage	£		
other _____ft	£		
POWER SUPPLY: There is overhead lighting inside and outside of the craft tent supplied. Additional power supply:			£
<ul style="list-style-type: none"> 1kw of power direct to your stall is an <u>extra</u> £60 per week on your stall charge. You will be supplied with a socket for a 3 pin 13 or 16 amp. If you <u>also</u> want to hire a light fitting for one socket the total charge is £70 per week. If you want to have 2 sockets @ 1kw each for the week – the price is £100. No appliance should exceed the wattage. ALL YOUR EQUIPMENT MUST BE PAT TESTED BEFORE FOLK WEEK. Please send a copy of your PAT certificate to the office in advance AND bring a copy with you. 			
for any other electrical hook up requirements please contact the office			
Camping on craft fair site/ vehicle behind stall for a limited number of outside pitches only. Caravans only as part of stall, no tents. Pre booking essential – please read terms and conditions. Very limited availability.	£50 for the week	NAMES FOR PERMIT 1. 2.	£
CAMPING ON FESTIVAL SITE Campsite rules apply, you will not have access to the Festival Campsite without the correct wristband.	£7 per day or £45 per week (per person)	NAMES FOR PERMIT 1. 2.	£
			£
<i>Total cost</i>			

Have you enclosed.....?

PAYMENTS I have included £50 deposit – deadline March 2017 (Balance Outstanding – <i>by 30th June 2017</i>) I have already paid a deposit to Folk week I have included the full payment Please make cheques payable to: Broadstairs Folk Week NB – IF WE HAVEN'T HEARD FROM YOU – WE WILL <u>NOT</u> CHASE YOU AND WE <u>WILL</u> SELL YOUR SPACE. We will NOT accept post-dated cheques.	Deposit of £50 Yes/No Already paid a Deposit of £_____ Full Payment of £_____
INSURANCE I have included a copy of my Public Liability Insurance policy (or please indicate date renewal date here and send copy as soon as you have received the new document.) A photo of NFMT membership card is also accepted.	Yes/No RENEWAL DATE OF INSURANCE.....
RISK ASSESSMENT I have enclosed a completed Risk Assessment Form Please fill this out properly as a Council official will be checking it. (If you need help we will send you an example)	Yes/No
ELECTRICITY (if applicable) I have enclosed copies of my PAT certificates for any electrical items I may wish to use.	Yes/No
FOOD SAFETY I have enclosed copies of our food hygiene and other related certificates	Yes/No
NB BROADSTAIRS FOLK WEEK MAY CANCEL THE BOOKING IF THE APPLICANT DEFAULTS IN PAYMENT OF THE DEPOSIT OR THE FULL AMOUNT BY THE STATED DEADLINES ABOVE.	

I/We agree to booking terms and conditions and have enclosed all the requested information

Signature.....

Name of Block Capitals

If any queries please either contact Pauline Longman or Jo Tuffs at the Festival Office.
All decisions regarding stalls are made jointly between Pauline and Jo.

Please return this form to:

Broadstairs Folk Week

Pierremont Hall

Broadstairs

Kent

CT10 1JX

E Mail: info@broadstairsfolkweek.org.uk

Telephone: 01843 604080

Office Use Only:

Trader:
Frontage:
Electricity:
Camping:
Balance Outstanding:
Risk Assessment:
Insurance Details:
PAT certificate if applicable:
Food Hygiene: