



EPSOM & EWELL BOROUGH COMMUNITY FAYRE – PITCH BOOKING

www.epsomfunday.net

ORGANISED BY EPSOM ROTARY & SUPPORTED BY EWELL ROTARY
SUNDAY 15 SEPTEMBER 2019

HOOK ROAD ARENA, HOOK ROAD, EPSOM, SURREY KT19 8QG

Reply to:

Clive Richardson tel 01372 813 679

Flat 8 Christchurch Place, Christ Church Mount
Epsom, Surrey KT19 8RS

Email: pitch@epsomrotary.uk

The Borough Community Fayre builds on our Fun Day which was established on the calendar as a well-attended community event, where local charities, community groups and businesses come together. We invite you to book a pitch on Sunday 15th September 2019 at Hook Road Arena, where we will have multiple arenas with many free presentations and attractions for the whole family. The emphasis of this charity event is to provide a low-cost day of entertainment, with family fun and games for children.

Charities, community groups and local businesses will be able to raise funds and awareness and be able to promote themselves, while providing a fun time for all attending. **We require that Charity Pitch holders run one or two safe and inventive low cost games for children in conjunction with their promotion/sales.** Our feedback from past years confirms that the community very much enjoy the games run by pitch holders and they attract attention to pitches.

Our booking form below gives you the option of having a free entry on our event web site as a pitch holder to advertise your presence on the day, with an option to link to your own web site. Our web site is very successful, receiving thousands of hits, as the event draws nearer.

On the day of the event pitch holders will be able to arrive at any time after 9.00 am to start setting up, to be completed by 12.00 noon **(site locked down and no movement of vehicles)** in readiness for opening to the general public at 1pm. After receipt of your completed booking form, payment and necessary documentation and in good time prior to the event, we will send some further notes and information, which must be adhered to. One car will be permitted to park on your pitch for the duration of the event, for those setting up. Additional parking for those setting up will be available in a designated car park area at no charge.

Booking a Pitch

To book a pitch simply complete the booking form at the end of this document and return by post to the address as above, with your booking fee (cheques payable to 'Epsom Rotary Club'). If you wish to pay by BACS contact us for bank details. Early booking is essential to avoid disappointment. Any surplus proceeds of the event go to our Rotary Club charities.

Rotary Club of Epsom Trust Fund is a registered charity in England and Wales (272913)

Rotary Club of Ewell Trust Fund is a registered charity in England and Wales (1034669)

Pitch Charges

Charities	Commercial Organisations
£30 For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max)	£60 For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max) OR SMALLER PITCH 3 X 9 METRES £40

Notes

- You must sign the pitch booking form to confirm that you and all those on your pitch will conform to all Health & Safety, licensing, environmental regulations and any requirements that the event organisers may hereafter issue and that **you carry the necessary public liability insurance (minimum £2 million, subject to our insurers requirements being the same as the last event), which will be valid on 15th September 2019.**
- **For smaller commercial organisations we propose running a 'Market Street' with a smaller pitch size of 3 metres by 9 metres, Pitch charges is £40. There will only be 20 pitches available.**
- You must supply your own tents and gazebos etc. that must be securely staked in the ground with suitable pegs, e.g. in case of gusts of wind. These must not be a trip hazard.
- All pitches must comply with normal environmental health requirements and food standards.
- Epsom and Ewell Rotary Clubs and Epsom and Ewell Borough Council cannot accept liability for any incident concerning your pitch.
- You must have all necessary insurance **including public liability**, a copy of which must be forwarded to:- **Clive Richardson (or via email to pitch@epsomrotary.uk) and valid on 15th September 2019. Unless we see this copy, we will be unable to allow you to take part.**
- If for any reason beyond the control of the organisers the Community Fayre has to be cancelled, **no refunds will be paid. This will enable us to cover the basic costs of the site, the toilets and the medics.**
- Please ensure that all those attending on your pitch have the right qualifications in the provision of the service being offered and your Public Liability Insurance has an Indemnity to Principal Clause and unless we hear to the contrary we will assume that all is complied with accordingly.
- The organisers reserve the right to refuse entry and to stop any activity on any pitch which they consider to be dangerous, unacceptable or not in keeping with a Family Fun Day.

If you wish to pay by BACS our details are:-

Bank; NatWest Epsom

Account Name: Rotary Club of Epsom

Account No.: 17256828

Sort Code: 60 08 01

Reference: Community Fayre (all payments to use this reference)

Name of Payee (all payments to include this)



Please return this pitch booking form and cheque to: Epsom Rotary Club or email: pitch@epsomrotary.uk
Pitches, Flat 8 Christchurch Place, Christ Church Mount Epsom KT19 8RS
PLEASE PRINT CLEARLY

*Please tick this box if you would wish to have an entry in the event web site as a pitch holder, to advertise your presence at the event. We will use your Organisation Name as above and If you have provided a web site address we will endeavour to link to your web site and treat this as your authority so to do.

THIS IS IMPORTANT AND MUST BE COMPLETED: Type of pitch and activities/games being run and state if will have music on your pitch (no generators or electricity are available on site)

I confirm that I/we and any helpers running the pitch will conform to all health and safety, licensing and environmental regulations and any requirements that the event organisers may hereafter issue. I understand that it is a condition of our participation that we provide necessary evidence of public liability insurance cover valid on the date of the Family Fun Day.

Date:

The Organisers retain the right to refuse a pitch booking or entry on site at the event without giving reasons
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