

EPSOM & EWELL BOROUGH COMMUNITY FAYRE – PITCH BOOKING

www.epsomfunday.net

ORGANISED BY THE ROTARY CLUB OF EPSOM & EPSOM AND
EWELL SCOUTS



19 SEPTEMBER 2020

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

Reply to: Veronica Smith, 7 Carters Road, Epsom, Surrey KT17 4NE email: rotaryfayre20@gmail.com

The Borough Community Fayre is established on the calendar as a well-attended community event (following on from the Fun Days) where local charities, community groups and businesses come together. We invite you to book a pitch on Saturday 19th September 2020 at Hook Road Arena, where we will have a large arena 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. We envisage around 3,000 people attending on the day.

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. **Pitch holders are more successful if they run one or two safe and inventive free or 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 7.30am to start setting up, to be completed by 11.00am (**site locked down no movement of vehicles**) in readiness for opening to the general public at 11.30am. 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. On arrival at the event, each pitch holder will be issued with two free programmes/admission tickets. Any additional helpers will need to buy a programme/admission ticket available, at £3 in advance, or £5 on the day. One car will be permitted to park behind their 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'), or email to rotaryfayre20@gmail.com. If you wish to pay by BACS bank details are Nat West, Account No: 17256828 Sort Code: 60 08 01 Reference: Fayre + your Company/Charity name. Early booking is essential to avoid disappointment. Any surplus proceeds of the event go to our Rotary Club charities via our Trust Fund.

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

Pitch Charges

<p>Charities £30 - includes 2 passes For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max)</p>	<p style="text-align: center;">Commercial Organisations</p> <p>From £60 - includes 2 passes</p> <p>For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max)</p>	<p style="text-align: center;">Commercial Market Street</p> <p>£40 – includes 2 passes</p> <p style="text-align: center;">Pitch Size 4m x 4m</p>
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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 in 2019), which will be valid on 19th September 2020.**
- 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.
- Epsom and Ewell Borough Council and Epsom Rotary Club 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: **The address above (or via email to rotaryfayre20@gmail.com) and valid on 19th September 2020. 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.**
- 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 Community Fayre.

Advertising in the Epsom & Ewell Borough Community Fayre Programme

If you are interested in advertising in our programme/admission ticket and on the event web site, please see our separate advertising application form. Rates are £160 for a whole page, £80 for a half page and £40 for a quarter page. Artwork will either be the responsibility of the advertiser or can be prepared by our designers for an additional fee, as detailed on our advertising form. **If not enclosed, advertising application forms are available from our web site epsomfunday.net**

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 (www.epsomfunday.net) (email: rotaryfayre20@gmail.com)
 ORGANISED BY THE ROTARY CLUB OF EPSOM AND
 THE EPSOM & EWELL SCOUTS
 19th SEPTEMBER 2020, HOOK ROAD ARENA, EPSOM, KT19 8QG



Scouts



Email this booking form to :- rotaryfayre20@gmail.com For BACS Payments see below	OR	Return this booking form and cheque to :-Veronica Smith, 7 Carters Road, Epsom, Surrey KT17 4NE
Organisation Name		
Contact Name		
Address		
	Postcode	
Email Address *Website Address		
Telephone Numbers	Home	Mobile
Number of Charity Pitches Re- quired Fee £30 per pitch		Amount £
Number of Market Street Pitches Required Fee £40 per pitch		Amount £
Number of Food Pitches Required Fee £60 per pitch		Amount £
Number of Commercial/Trade Pitches required Fee £60 per pitch		Amount £
Total amount remitted. Cheque payable to 'Epsom Rotary Club'. For BACS: Nat West Account No: 17256828 Sort Code: 60 08 01 Ref: Fayre & Company or Charity Name Acknowledgements will only be sent via email to the above address	Total paid by Cheque £	
	Total paid by BACS £	
*Please mark this box if you wish to have an entry in the website 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 website address, we will endeavour to link it and treat this as your authority to do this.		
THIS IS IMPORTANT AND MUST BE COMPLETED: Type of pitch and activities/games being run and state if and state if music will be played 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 Community Fayre. The organisers retain the right to refuse a pitch booking or entry to the site, at the event, without giving reasons		
Signed:	Date:	