

# Family Extravaganza

## Elvaston Castle Showground

### Saturday 16<sup>th</sup> June 2018

11am-8pm

## ***Stalls Booking Form***

Many thanks for your interest in the Family Extravaganza and I do hope you decide to take part in the event.

**The closing date for all bookings is  
5pm on Monday 14<sup>th</sup> May 2018**

*Be an early bird: for a £10 discount get your space booked by  
Saturday 14<sup>th</sup> April*

**We are asking everyone wishing to have a stall to register using this document.**

**Charges** (non-refundable): **External pitches:** commercial stalls 4m x 4m £50 minimum, pro rata for larger. Charities 50% of these charges

**Marquees** - there will also be 3 marquees – Antiques and Collectables, Arts and Crafts and Local Produce. **Enquiries for booking space in the marquees should be made to Mad Hatter Events on [eventsmadhatters@gmail.com](mailto:eventsmadhatters@gmail.com).**

When you have:

- completed the application form
- made copies available of your insurance documents and hygiene certificates (if appropriate)
- completed your risk assessment
- written a cheque payable to... 'Rotary Club of Nottingham' or  
electronic transfer to: sort code 16 25 16, A/c 10199790. (*Please Include a reference that identifies your organisation*)

you should either email it all to [rotaryderbynotts100@gmail.com](mailto:rotaryderbynotts100@gmail.com) or print it off and post to Rtn. Brian Watkinson, 68 Violet Road, Carlton. Nottingham NG4 3QP to arrive no later than Monday 14<sup>th</sup> May 2018.

If you have any queries regarding the completion of forms, please email the Derby/Nottm committee on the email above.

Kind regards and good wishes.

## *Family Extravaganza - Elvaston Castle Showground*

### **Stalls Booking Form**

There are three parts to this form:-

#### **1. Application for Stalls**

This is where you apply for space at the showground event, providing details of your product or activity. You will be responsible for providing your own resources, the Extravaganza committee will not provide any facilities such as gazebos, tents, tables or chairs.

#### **2. Declarations about Certificates**

This is where you tell us about your insurance and health and safety details. It is our duty to protect the health, safety and welfare of those contributing, those participating, the public in general and children in particular.

**In general this requires you to accept a duty of care throughout the event.**

Please attach copies of all relevant certificates, for example Public Liability Insurance, Employers' Liability Insurance and Safeguarding Policy.

If you are selling food you must send in Food Hygiene Certificates for the people running the stall, plus a Gas Compliance certificate if you intend using gas equipment.

#### **3. Risk Assessment**

The risk assessment simply helps you to consider all the things that might go wrong, of how to minimise the chance of them happening, and the injury to people (yourselves or the public) if they do. You need to consider risks when building up your stall at the beginning of the event and breaking it down afterwards as well as during the event itself. The risk assessment is very important in cases where:

- there is use of hazardous substances or significant structures or equipment;
- there are activities, services or products that can cause harm by physical failure/contact with equipment, materials, substances;
- there are any hygiene implications; and
- where there is use of any equipment, vehicles or structures covered by statutory requirements including all activities which involve the public or possible contact with the public.

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**Stalls Booking Form**

Part 1 – Application for stalls and pitches

**About Your Business/Organisation**

Name of your business/organisation \_\_\_\_\_

Are you (please tick one box): a business  a charity/not-for-profit body   
a Rotary Club

Business/organisation website address \_\_\_\_\_

Charity no. \_\_\_\_\_

**About You**

Your name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_ Your postcode: \_\_\_\_\_

Your telephone number: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Position within business/organisation: \_\_\_\_\_

**About Your Exhibit and Relevant Information**

Please give a brief description of your business or organisation's exhibit/activity, the configuration of space if multiple spaces have been requested (for example, three spaces in a straight line). Also, please indicate if your pitch would fit into the Rotary Village (An array of gazebos set up by individual Rotary Clubs displaying their club's activities).

### Your order for space

You should provide for your own pitch (gazebo etc). The charge for a pitch 4m x 4m is £50 minimum, pro rata for larger pitches, for commercial organisations.

**Charities will be charged 50% of the commercial rates.**

	How many	Dimensions	Cost
Commercial gazebo/tent			
Charity gazebo/tent			
Commercial other			
Charity other			
Rotary Club gazebo (in Rotary village)			Free
		<b>Total due</b>	

Please address any queries to Richard Benfield: [bennamenna@yahoo.co.uk](mailto:bennamenna@yahoo.co.uk); 07563 531811

## Part 2 – Certificates

I confirm that I attach copies of all relevant certificates, for example Public Liability Insurance, Employers Liability Insurance and Safeguarding Policy, and that all are current and valid.

If you are selling food you must send in Food Hygiene Certificates for the people running the stall, plus a Gas Compliance certificate if you intend using gas equipment.

Our relevant certificates are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The designated person responsible for Health and Safety is:

Signature of senior manager.....

Date.....

The designated person responsible for Safeguarding is:

Signature of senior manager.....

Date.....



Examples to help you fill out the Risk Assessment				
Electricity for hot water boilers	Shock	General public, venue staff, exhibitors' staff, other visitors, disabled, children, new or expectant mothers, contractors, lone workers, new/inexperienced staff, young workers etc	Electrical equipment test (PAT)	Low
Persons making contact with hot water boilers	Scalds		Boilers away from public reach	Low
Diesel stored and used to fuel generators; LPG for cookers	Fire/explosion		Away from public and in locked cage [ <i>good practice</i> ]; placed behind caravan [ <i>not securing wouldn't be acceptable practice</i> ]	Low; High
Personnel and public standing on platforms/performing on stage	Fall to below which could result in sprains/broken bones		Performers trained/experienced to work on stage	Medium
Public allowed to abseil/climb up structures	Fall to below which could result in death/broken bones		Qualified persons/instructors; appropriate climbing equipment inspected	Medium
Public coming into contact with animals, horses, show dogs, birds of prey	Bites/kicks/transferable diseases		Collar and lead and/or muzzled; in cages/fenced areas; tethered	Low
Display boards etc on tables/ground	Fall over		Secure all items in position and provide constant supervision	Low