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| C:\Users\gosborn\Desktop\Byfleet Parish Day final logo.jpg | **Byfleet Parish Day - 19th July 2025**  **Stall Booking Form**  Event site - Byfleet Recreation Ground, Rectory Lane, KT14 7LZ |

**About you**

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| Organisation: |  |
| Contact name: |  |
| Email: |  |
| Phone number: |  |
| Address: |  |
| Postcode: |  |

**About your stall**

* Submission of this form acknowledges your agreement of the Terms and Conditions below.
* Each pitch is 5m by 5m and is for the space only.
* All stall holders must have £5million Public Liability Insurance Cover and be able to provide a copy with this form, or we can arrange this for you.
* No power is available, but you may bring your own generator.

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| Nature of stall: |  |

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| Charity pitches are £12.50 each | 1  2  3  4 | £ |
| Non-charity pitches are £25.00 each | 1  2  3  4 | £ |
| £5m Public Liability Insurance required for £13.50 | Yes  No | £ |
| Table hire (approx. 180cm by 60cm) for £5 each | 1  2  3  4 | £ |
| **Total fee** | | £ |

**How to pay – by 30th June**

**Cheques**: payable to *Friends of Byfleet Parish Day*. See Stall Coordinator address below.

**Bank transfer**: Use your name as the reference and email [nickandpaula@hotmail.com](mailto:nickandpaula@hotmail.com) to confirm the transfer -

Account name: Friends of Byfleet Parish Day

Account number: 00603255

Sort code: 30-93-68

**Terms and conditions**

**Restrictions**

You must not sell:

* items that are not indicated above under ‘nature of stall’.
* explosive items such as percussion caps for a cap gun, cap pistol, cap rifle caps, aerial bombs or similar.
* silly string also known as aerosol string or similar.

**Selling food**

Stallholders are not allowed to sell food without prior approval, and if approved, you must have a current food hygiene certificate. A copy will be required and must be sent in with your application form.

**Public Liability Insurance**

Woking borough council insist that all stallholders must have £5,000,000 (five million pounds) public liability insurance cover, over and above the £5,000,000 public liability insurance that the Friends of Byfleet Parish Day Committee already hold.

If you have your own Public Liability Insurance a copy of your current certificate will be required and must be sent in with your application form.

We can arrange this cover for you at a set fee of £13.50. You must request this when you submit your application.

**Arrival and leaving the site**

The event area will be open from 10.00am for set up before the public opening at 12.30pm. No vehicles will be allowed access to the event area after 12 noon.

Parish Day closes at 5.00pm. You must respect other stallholders, arena displays, and the safety of visitors when dismantling and leaving the area.

Remove all rubbish from your pitch and place in truck/skip provided near the main entrance. Additional bin bags are available from the Committee tent.

**Pitches**

Stallholders must occupy the pitch assigned by email or by staff on the day. Pitch positions have been carefully worked out to allow access for emergency vehicles and other visitors. Do not ask to change your pitch on the day.

Pitch bookings are for the space only, but you can hire tables from us, subject to availability. You will have to provide your own chairs and overhead cover such as gazebo/ tent/ umbrella.

**Need to contact the Committee**

The Committee Secretary & Stall Coordinator, Nick Bradshaw, can be contacted by:

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| Email: | [nickandpaula@hotmail.com](mailto:nickandpaula@hotmail.com) |
| Phone number: | 01932 342034 / 07570 102924 |
| Address: | Friends of Byfleet Parish Day, 23 Rectory Lane, Byfleet, KT14 7LW |