**VERWOOD CARNIVAL 2025**

**CATERING - Pitch Booking Terms and Conditions**

**Application Forms and Health and Safety**

Please include;

* A copy of your current valid public liability insurance and your employer's liability insurance if appropriate.
* A copy of food hygiene certificates for all catering stalls (food, drinks, confectionary).
* A copy of PAT certificates for all equipment to be used on site.
* Appropriate payment must be made with booking applications.
* **Please advise how many members of staff will be attending the event on booking, up to 4 staff may attend for free, extra people must pay the entry fee to the event.**

**Vehicle Movement on site**

* Please do not block the firebreaks (signposted)/ paths/roadways around the stalls at any time.
* EMERGENCY VEHICLES MUST HAVE CLEAR ACCESS TO AND WITHIN THE SITE AT ALL TIMES
* Please note only one vehicle is allowed to unload per stall except catering units
* Access to set up stalls is available from 8am; no access is available before this time, please do not arrive earlier than 8am
* Max speed on site is 5mph
* **No vehicles are permitted to pack up or leave until 10pm and only from the specified exit. Please wait to be advised if unsure. Exit will be available only at the end of the event at 10pm. Failure to adhere to this, may mean your booking will not be accepted for future events.**

**Stall Holders Site Safety**

* Stall Holders must ensure the Public's safety when visiting your stall – guy lines, protruding pegs, sharp edges must be covered or protected.
* Folding tables to be secure.
* Staff training where appropriate.
* Fire safety equipment provision and training where appropriate
* Catering units, only 2 gas canisters permitted.
* Rubbish bins to be provided when appropriate, all rubbish to be removed from site by stallholder.

**Cancellation of the Carnival Event**

* The Verwood Carnival Committee will not be liable for any costs incurred in the event of the Carnival being cancelled. No refunds will be issued unless cancellation is due to government guidelines/restrictions

**Verwood Carnival Terms and Conditions**

* The Verwood Carnival Committee will not be responsible in any way for any article of any kind exhibited at this event. The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the sale, display, use, exhibition, housing or handling of such exhibits and conduct of all staff generally.

**VERWOOD CARNIVAL SATURDAY 12th JULY 2025**

**12 noon to 10pm trading**

**CATERING - Pitch Booking Form**

PLEASE NOTE, CATERING UNITS ARE BOOKING ON THE CONDITION THAT THEY CONTINUE TO TRADE UNTIL THE EVENT FINISHES AT 10PM UNLESS INSTRUCTED OTHERWISE BY EVENT STAFF ON THE DAY - IT WILL NOT BE PERMITTED TO LEAVE DURING THE EVENT

To the Verwood Carnival Committee

I would like to book a pitch for the following (Trading name) ...............................................................................................................................

Contact name/phone no and email

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

No of staff attending (up to 4 free)........................................................................

Type of Catering unit (Please give details of what food/drinks you will be selling)

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I agree to pay £ ................ as payment for one pitch (agreed amount) **(Pitch size 7 x 5m)**

**\* FOR CATERING STALL PRICES (ALL FOOD AND DRINK STALLS) APPLY TO** [**verwoodcarnivalevent@gmail.com**](mailto:verwoodcarnivalevent@gmail.com) **\***

PITCH BOOKING PAYMENTS ARE NON-REFUNDABLE

**PLEASE SEND PAYMENT BY BACS**

Verwood Carnival Committee

Sort code 30-97-08

Account no 00975545

We are sorry but we can no longer accept cheques

**– APPLICATIONS WITHOUT PAYMENT WILL NOT BE ACCEPTED**

**YOUR APPLICATION MUST INCLUDE;**

* **Current Liability Insurance**
* **Description of products on sale**
* **Copies of health and hygiene certificates (catering stalls)**
* **Copies of PAT certificates for any equipment being used on site**

Application forms (inc all relevant docs) to be returned to Shelley Rose,

77 Hillmeadow, Verwood, Dorset. BH31 6LP.

##### Any queries please email [verwoodcarnivalevent@gmail.com](mailto:verwoodcarnivalprogramme@gmail.com)  or phone 07855201532

##### **ANY FORM RECEIVED WITHOUT PAYMENT OR RELEVANT DOCUMENTS will be held on file for 7 days but the pitch will NOT be booked until both are received. Please ensure you attach payment and all requested documents. Failure to provide all relevant in date documents for your booking type may mean your booking is not confirmed and you are turned away on the day.**

**PLEASE NOTE extra vehicles will NOT be allowed to stay on pitches You may unload and will then be directed to park by 10.30am. (catering by agreement)**

**The Verwood Carnival Committee will not be liable for any costs incurred in the event of the Carnival being cancelled. The Verwood Carnival Committee will not be held responsible in any way for any article of any kind being used or exhibited at this event. The exhibitor shall assume full responsibility including liability for all claims arising out of the sale, display, use, exhibition, housing or handling of such exhibits and conduct of all staff generally.**

**There will be no refunds. Please see terms and conditions above.**

**By signing this form, I hereby confirm that I accept all terms and conditions of the pitch booking application and that I am duly authorised to accept all terms and conditions of the pitch booking application on behalf of the organisation.**

Signed ..............................................................

Name/position ................................................

Date .................................................................