

HOLYBROOK FESTIVAL - SUNDAY 28th June 2020 (12:00pm – 4:30pm)

CHARITY/COMMUNITY ORGANISATION BOOKING FORM

admin@holymbrook-pc.gov.uk

Website: www.holymbrook-pc.gov.uk

| | |
|-------------------------------|--------------------|
| Name of organisation/charity: | Main Contact Name: |
| Address: | Postcode: |
| Telephone: | Email: |
| Mobile: | Website: |

Brief description of your activity or product range:

All stallholders must have Public Liability Insurance.

I / we have Public Liability Insurance and enclose a copy of the Certificate;

Date valid from: to:

| Please complete the following: | Details | ✓ | Amount Payable |
|--|--|---|----------------|
| Site preference* | | | |
| Special requirements: e.g. disabled access/other. | | | |
| Space required (single pitch size is 4 metre squared) | Early Bird Double pitch (£30.00) | | £ |
| | Single pitch (£15.00) | | |
| No. of tables required FOC (subject to availability) | No of tables: | | |
| | <u>OR</u> Bringing own: | | |
| No. of chairs required FOC (subject to availability) | No of chairs: | | |
| | <u>OR</u> Bringing own: | | |
| Gazebo required (subject to availability) | Gazebo cost £25.00 | | £ |
| | <u>OR</u> Bringing own | | |
| Total Payable: | | | £ |

Completed form, copy of insurance certificate and payment in full to be received by us
no later than 29th February 2020 to take advantage of the 'Early Bird' Prices

I have read and agree to the Terms and Conditions of booking stated below.

Signed on behalf of Organisation:

Date:

Terms and conditions

*Position preference will be accommodated as far as practicably possible but cannot be guaranteed

All pitches are outdoors and subject to prevailing ground and weather conditions!

A receipt will be issued confirming the booking and payment.

Once a booking has been confirmed by us no refund shall be given should you decide to cancel.

Bookings received after the stated return closure date may be declined or we may be unable to meet all of your requirements

Holybrook Parish Council reserves the right to cancel the event due to circumstances beyond its control.

Payment to be made by BACS or FPS to The Holybrook Festival

Bank: Santander

Sort Code: 09-01-27

Account no: 23673883

Alternatively, please send a cheque to 'The Holybrook Festival' and return with this form to: Mary Bedwell, The Parish Office, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW. Tel: 0118 945 4339

Payment must be made at the same time as returning this form. Please indicate the method by which you have paid.

For Office use only:

Payment Received Date: Paid in: Cheque No.: