



EVENT BOOKING FORM

1. Applicants Name:

2. Business Trading Name/Organisation/Society:

3. Applicants Telephone Number & Email Address:

4. Proposed Date(s) in Attendance:

5. Please describe in full the range of services, goods & activities you wish to sell/promote during the event:



6. The costs for attending the event are listed below. Please confirm on which days you will be attending the event (please note that payment must be made in full at the time of booking – details on how to pay are listed in the terms and conditions):

Attending both days (total cost of £85*)

Attending Saturday 17th July only (total cost of £50)

Attending Sunday 18th July only (total cost of £50)

** For those attending the event on both days, there is an early bird offer of £80 if the booking is completed and payment made prior to the 24th December 2020.*

7. The following pages contain the “Event Terms & Conditions”. Please look through these and confirm you have read and understood them:

I/we confirm that we have read and understood the Event Terms & Conditions shown over

Signed by: _____

Print Name: _____

Date: _____

Please return your completed form to the following email address:

info@lichfieldgardencentre.co.uk

Alternatively, the form can be returned in the post to the following address:

Lichfield Garden Centre

Curborough Hall Farm

Watery Lane

Lichfield

Staffs WS13 8ES



EVENT TERMS & CONDITIONS

In the following document, the term “owner” refers to Curborough Hall Farm Countryside Centre, “event organiser” refers to Lichfield Garden Centre and “attendee” refers to the exhibitor/stallholder.

Event Management: For this event, the event organiser will act as the main point of contact for all attendees and will be fully supported by the owner in helping to create the best event possible. To facilitate the smooth running of the event, the following terms and conditions must be adhered to.

INSURANCE

1. All attendees must have their own public liability insurance cover in place for events such as this. Evidence of such cover (either a hard copy or electronic copy of the policy that clearly details the level of cover in place) must be provided to the event organiser by no later than one month prior to the event. Failure to comply with this request may result in the cancellation of the attendee’s booking.
2. The owner and event organiser accept no responsibility for loss or theft of goods while attending the event. It is the attendee’s responsibility to ensure that they have adequate insurance policies in place to cover all eventualities.

HIRING SPACE AND PAYMENT TERMS

3. The exhibitor/stall area designated for each attendee will be 5m x 5m. Any request for an alternative sized space must be made to the event organiser, and their decision on this will be final, and must be adhered to.
4. All agreed exhibitor/stall fees must be paid in full at the time of booking to the event organiser. BACS payments should be made to the following account:
Account Name: Lichfield Garden Centre
Account Number: 41555553
Sort Code: 40-43-30
Please note that all fees paid are non-refundable.

DESCRIPTION OF GOODS

5. Attendees are only permitted to sell the services and goods identified on their event application form.

HEALTH AND SAFETY

6. It is the attendee’s responsibility to ensure that all their products and/or services on offer comply with all relevant laws and legislation. The owner will not be held liable for any breaches.
7. The attendees are expected to manage their own health & safety obligations in an appropriate manner. The owner will not be held liable for any breaches.

SALE OF FOOD & DRINK

8. Attendees wishing to sell food for consumption on or off the premises must ensure compliance with all relevant local and national laws and regulations regarding the production, labelling, display, storage and sale of produce, and relevant trading standards legislation. All stalls must be staffed by a Basic Food Hygiene Certificate holder and a copy of the certificate must be provided with this application form.



9. Stallholders wishing to sell alcohol for consumption on or off the premises must employ staff over the age of 18 and ensure compliance with all relevant local and national laws and regulations, including the Licensing Act, 2003. All relevant licenses should be provided to the event organiser with this application form.

SETTING UP, PACKING AWAY & PARKING

10. Set-Up Time: This must be agreed in advance of the event with the event organiser, including details of where to load and unload, but it is anticipated that all attendees should be fully set up by 9.30am on each day.
11. Visitors attending the event should park in the designated event car parking areas. With regard to parking for attendees, the event organiser will confirm details on this in the lead up to the event.
12. At the end of the event, no dismantling of any equipment will be permitted until after the event finishes, unless otherwise agreed with the event organiser.
13. In order to display products, unless otherwise agreed with the event organiser, the attendees will need to provide their own equipment: tables, chairs, display boards and anything else that may be required. Please ensure that the event organiser is given advanced warning of any large equipment or machinery that is intended to be brought onto site. (Please note that water will be made available, and attendees will be able to access this for flowers and plants).
14. At the end of the event, the attendees must ensure that their agreed stall/exhibitor area is left in a clean and tidy condition.

OVERNIGHT SECURITY

15. Secure, overnight storage will not be possible during the event. However, gates to the Centre will be closed at night-time, and an overnight security guard employed to patrol the site on the Saturday evening.

ADVERTISING

16. The owner and event organiser will be advertising the event and attendees should support this by actively publicising the event - through own mailing lists, Facebook, Instagram, etc. (NB. The correct name for the event is: Lichfield Garden Centre's Festival of Gardening)

EXTREME WEATHER

17. Given the costs associated with organising an event such as this, should inclement weather conditions, notably excessively strong winds, gales, or flooding necessitate the need to cancel the event at short notice, unfortunately no refund of the agreed stall/exhibitor fee will be possible. The safety of attendees and visitors to the site is of paramount importance and any decision to cancel at short notice is solely the responsibility of the owner and their decision is final.

GENERAL ENQUIRIES / FURTHER INFORMATION

18. For further information on the event or for any enquiries, please contact the event organiser directly. Lichfield Garden Centre's contact details are as follows:
Email ~ info@lichfieldgardencentre.co.uk
Telephone: ~ 01543 254306