



**APPLICATION TO ATTEND "FUN IN THE PARK"
Sunday 23rd September 2018
Tudor Grange Park, Solihull, B91 1SB**

If you have any queries, please contact NORMA HOWIE on 01564 777120 or at info@funinthepark.co.uk

PLEASE COMPLETE THIS FORM AND RETURN IT TO:-

**NORMA HOWIE,
6 WOODROW CRESCENT, KNOWLE, SOLIHULL, B93 9EF**

NAME OF ORGANISATION

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CONTACT DETAILS

Name	
Position in Organisation	
Address	
Daytime Phone No.	
Evening Phone No.	
Mobile	
Email	

CHARITY STALL (£15.00 per stall)

Please state the nature of the stall. E.g. tombola, face painting, sale of goods, etc

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COMMERCIAL /PRIVATE STALL (£25 per stall)

Please state the nature of the stall. E.g. sale of goods, etc

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PREMIUM PITCH REQUIRED (£5.00 additional charge per stall)

If you would like a stall around the Arena there is an additional charge of £5.00 per stall. Available on a first come, first served basis.

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FAIRGROUND RIDES (15% commission*)

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CATERING (15% commission*)

Please list the foods and drinks you will provide

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SIZE OF SITE REQUIRED (Normal pitch is 4m x 4m)

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ACCESS AND SPECIAL NEEDS

Do you require any particular access arrangements to be made?

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VEHICLES – only allowed to remain on site by PRIOR permission from organisers

What vehicle(s) do you want remain on site? Please give an explanation for the request

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ANY FURTHER INFORMATION OR REQUIREMENTS

Please use this space to provide us with any further information or requirements

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FEE PAYABLE – IF NOT PAID IN ADVANCE A SITE WILL NOT BE RESERVED

PLEASE ENCLOSE CHEQUE or BACS TRANSFER

Cheques payable to “SI Solihull & District”

Sort Code 30-97-57 Account No. 00802221

** Commission by negotiation*

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I HAVE READ AND UNDERSTOOD ALL THE CONDITIONS OF ENTRY

Signed	
Date	

PLEASE READ AND SIGN THE TERMS AND CONDITIONS (BELOW)

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CONDITIONS RELATING TO ACCEPTANCE OF ENTRIES FOR SPACE AND PRESENTATIONS

1. APPLICATIONS

All applications will be at the discretion of the Club and may be refused or accepted at any time. Every entrant must provide a full postal address for correspondence. The event is intended to benefit the community by providing facilities for exhibitions, displays and similar and benefit charities.

2. PAYMENT

Payment for stall sites must be made in advance. If not received by 31st August 2018 the Club will not reserve the site. Commission payments by negotiation. Payment may be made by cheque (payable to "SI Solihull & District") or by BACS transfer (Sort Code 30-97-57 Account Number 00802221), please add reference "FITP".

3. SITING

Premium sites (around the Arena) will be available at an additional charge. They will be allocated on a "first come, first served" basis. These and all other sites will be allocated in such positions and in such order as the Club sees fit. Any dispute between entrants as to the position of any site will be determined by the Club whose decision shall be final. The Club does not warrant that a site is suitable for any purpose.

4. ELECTRICITY AND WATER

No electricity or water will be provided unless previously agreed in writing with an entrant. Any attempt to tamper with any electricity or water on or in the vicinity of the park will mean immediate expulsion from the park.

5. RECEPTION

The park will be open for entrants from 8:00 am. Any entrant arriving after 10:00 am will be turned away. Vehicles should turn on hazard warning lights and proceed at walking pace. No vehicular access is permitted during the event. Car parking is made with prior arrangement only and will generally be refused on the park.

6. CLEARANCE

Entrants must not dismantle stands before 5:00 pm and must leave the park by 6:00 pm. Entrants must replace turf and generally make good any damage to the ground and all relevant structures and areas. All rubbish must be removed so that the park is left in at least as good a condition before the entrant gained access to the park.

7. EQUIPMENT

All entrants must provide their own tables, marquees and other equipment required by them. They should provide fire extinguishers and comply with all relevant health and safety laws and all laws and regulations relating to fire protection.

8. INSURANCE

All entrants must provide the club with full details of Public Liability insurance. This must be in a form and with cover entirely acceptable to the Club and be provided by 31st August 2018 at the latest. Cover of at least £2 million will be required. In the case of stalls selling food and drink to the public or any children's rides or similar activities a higher limit of £5 million applies. Entrants will be refused entry unless the requirements in the section 7 have been completely complied with satisfactorily.

9. CONDUCT

Entrants must comply with all Public Health and Food Hygiene requirements where applicable. If food is being sold a relevant food hygiene certificate must be provided for inspection and registration with the relevant local council. Catering waste must be removed from the park.

- Alcohol can only be consumed in the designated area. No other alcohol can be brought into, or consumed in the park.
- No articles, posters or pamphlets can be sold or distributed except from a permitted stand or by prior agreement with the Club.
- No annoyance, inconvenience or damage must be caused to any person.
- No assignment or subletting of a stand is permitted.
- No fairground equipment may be used except by prior arrangement with the Club.
- No public address system, live music, engine, radio or similar is permitted except by prior arrangement with the Club.
- No animal may be exhibited on a stand unless by prior arrangement with the Club and no animal can be offered as a prize.
- Toilets are provided but entrants must satisfy themselves as regards their adequacy.
- No replica guns, pellet gun or air rifles can be allowed in the park for any purpose.
- Entrants must provide their own security and stewarding.
- All children attending must be properly supervised by a responsible adult(s).

10. RISK ASSESSMENT

A thorough risk assessment must be carried out by 31st August 2018 so that any actions can be carried out to minimize risk to all attending the event. Entrance will be refused unless this is done.

11. LIABILITY, SAFETY AND SECURITY

The Club, its members, officers and employees will not be responsible for any accident, damage or loss that may occur to any entrant or other person or to any animal or article while entering, remaining on or leaving the park.

- The Club is not responsible for any damage to any stand or loss of exhibits or articles.
- Entrants must ensure safe working practices for themselves and all other persons.
- The Club reserves the right to require the immediate removal of any article or structure which in its discretion is or may be a danger or hazard to any person and may remove it forthwith.
- Smoking is illegal throughout the area covered by the event.

In these Conditions reference to "Club" means Soroptimist International Great Britain and Ireland and "park" means Tudor Grange Park, Solihull and any relevant adjoining or neighbouring areas.

In order to comply with our public liability insurance and the terms set by Solihull Council for the use of Tudor Grange Park we need the agreement of all participants to the enclosed conditions. Please read them carefully.

Please return a signed copy together with your risk assessment and public liability certificate, as soon as possible. Please retain a copy for your own records. You will no doubt understand that we are unable to allow entry to the event unless a signed agreement is received in advance.

12. CANCELLATION

A site inspection of the park will take place with the Solihull MBC Park Warden on the Thursday before FITP. On his advice the Contingency Plan may need to be invoked or, if the park is unusable, Fun in the Park will be cancelled. In the event of cancellation there will be no refund of payments received..

I/WE (

)Block capitals

Of ()Organisation

Agree to the terms and conditions set out in the attached document and request that you accept me/us as an entrant.

Dated 2018