



# Haslemere Charter Fair

## *Bank Holiday Monday 7<sup>th</sup> May 2018*

**FORM, INSURANCE AND PAYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY 30<sup>th</sup> MARCH**

The object of the Charter Fair is not only for everyone to enjoy themselves, **but also for local organisations and charities to raise funds and promote their existence to the community. As such you will see that charitable organisations will be charged a reduced fee.** We also welcome commercial stalls, especially those offering crafts, plants, natural and unusual foods and other topics that the public will find interesting.

**Please read this form with care including the terms and conditions overleaf and complete all sections clearly**

<b>Organisation Name:</b>			
<b>Contact Name:</b>			
<b>Postal Address:</b>			
<b>Email address:</b>			
<b>Postcode:</b>		<b>Telephone No:</b>	
<b>Description of stall</b>			
<b>Is your Organisation (please ✓ to indicate)</b>	<b>Charitable <input type="checkbox"/></b>	<b>Commercial <input type="checkbox"/></b>	
<b>PLEASE RESERVE ..... PITCH(ES) (3m square)</b>	£ :00 @ £40 each	£ :00 @ £80:00 each	
<b>PLEASE RESERVE ..... CATERING PITCH(ES) (3m square)</b>	£ :00 @ £80 each	£ :00 @ £175:00 each	
<b>PLEASE RESERVE ..... TABLE(S)</b>	£ :00 @ £10 each	£ :00 @ £20:00 each	
<b>TOTAL ENCLOSED Please enclose a cheque payable to Haslemere Events</b>			
<b>I have read and understand the terms and conditions as over.</b>	<b>Please print and sign</b>		

**Check List: Please remember to enclose**

Copy of Product / Public Liability Insurance (valid for 7 <sup>th</sup> May 2018)	YES
Copy of Food Hygiene Certificate (if catering)	YES / N/A
Cheque for the amount above payable to Haslemere Events	YES

Failure to enclose the above may result in a delay in processing your application.

**And send to Haslemere Events, c/o Haslemere Museum, 78 High Street, Haslemere GU27 2LA**

## TERMS AND CONDITIONS

- Booking for the fair does not guarantee acceptance at the fair.
- Full payment must be received prior to attending the fair and before your booking can be confirmed. If payment is not received at the time of booking your application will not be processed. Booking fees are not refundable should a booking be cancelled within one month of the fair.
- If you are uncertain about any rule or whether any product meets the market criteria, please ring Heather Matthews at Visit Haslemere (01428 645425) for clarification. You are responsible for meeting all environmental health and trading standards legislation (eg labelling and organisation name information)
- Waverley's Environmental Health team may be passed a list of producers attending the market. They may contact you or your local environmental health office to confirm you are following the appropriate health and safety standards for high-risk products. If you have any queries please ring Waverley's Environmental Health Office on 01483 523479.
- All rubbish must be removed by stallholders before the end of the market or a charge of £100 will be levied. Please note private commercial bins in the town must not be used by stallholders. Any spillage of oil or other products on roads or pavements must be cleared to highway standards by stallholders.
- The organisers reserve the right to cancel the event if extreme weather conditions persist or other unforeseen circumstances mean the running of the event would not be safe or appropriate. In these circumstances fees will not be refundable.
- In order to ensure that we can communicate with you your details will be held on a database. You can write and request that your details are removed at any time
- This market is run by volunteers and stall holders are requested to respect this and deal with all queries and concerns with courtesy both before and on the day. Failure to comply may mean you are asked to leave the market.

**Please don't forget to complete ALL sections of this form and return (with a cheque for the full amount made payable to Haslemere Events and copy of your product/public liability insurance and food hygiene certificate if applicable) to:**

Haslemere Events, c/o Haslemere Museum, 78 High Street, Haslemere, Surrey  
GU27 2LA

**In the event of any queries please email [haslemerevisitor@haslemere.com](mailto:haslemerevisitor@haslemere.com). or telephone 01428 645425.**