Forms must be filled in and returned to:

Stevenage Day
Stevenage Borough Council
Daneshill House
Danestrete
Stevenage
Herts
SG1 1HN

Or emailed to: stevenageday@stevenage.gov.uk

Pitch Charges (each pitch is 6m x 6m / 19.8ft x 19.8ft)

- Charity & Voluntary Organisation £30.00
- Small Business £55.00
- Public Sector £60.00
- Large Business’ please contact the Event Organiser on 01438 242389

Payment Methods:

- Telephone: By Debit/Credit card 01438 242389
- BACS: Please contact the Stevenage Day team to obtain your unique customer number prior to making a BACS payment.
- Cheques: Made payable to Stevenage Borough Council
- Cash: Brought into Daneshill House, please do not send cash in the post

Deadline for payments by cheque and BACS is 4 weeks prior to the event. After this date only cash and debit/credit card payments will be accepted. Your pitch space will not be allocated until a full payment has been received; invoices will be issues for all payments.

No refunds for cancellations will be given – in the event of organisers cancelling due to adverse weather conditions a full refund will be provided.
### Application for pitch space

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Number of Pitches</th>
<th>Pitch Number</th>
<th>MOP</th>
<th>Customer Number</th>
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**Title:**
- [ ] Mr
- [ ] Mrs
- [ ] Miss
- [ ] Ms
- [ ] Other (please state):

**First name:**

**Surname:**

**Name of organisation or stall:**

**Address:**

(Please note your confirmation letter will be sent to this address)

**Postcode:**

**Contact number:**

**Email address:**

The information you have provided will be processed in accordance with data protection laws and relevant legislation. By completing and returning this form, you consent to us contacting you regarding Stevenage Day and any other similar future Council events. We will retain your information for a period of 3 years only for the purposes described above. We will never share your personal information with any third parties without your prior consent. You can withdraw your consent at any time by emailing stevenageday@stevenage.gov.uk or calling 01438 242389.

**Are you applying as:**

- [ ] Charity
- [ ] Voluntary
- [ ] Business
- [ ] Public Sector
- [ ] Other

**Please tick method of payment:**

- [ ] Telephone Payment
- [ ] Cheque
- [ ] BACS
- [ ] Cash

**Stall Details:**

Please describe in detail what your organisation is planning to do and/or bring along to Stevenage Day. This is so we can place your stall in the best location. Please refer to the terms and conditions to what is acceptable.

**Number of pitch spaces requested:**

*(nb: 6m x 6m (19.8ft x 19.8ft)*
Will you require a vehicle to remain on-site throughout the event?

No ☐
If no, do you: Require a loading pass: ☐ or no car pass required: ☐

Yes ☐
If yes, are you: Registered disabled ☐ or the vehicle is integral part of stall ☐

Please provide further details on why your vehicle is required to remain on-site:

Declaration
I certify that I have read, understood and agree to the terms and conditions and that all the information in the application is correct.

Print name: ____________________________ Signature: ____________________________
Date: ____________________________

When completed – please refer to page one on how to submit your application.

Confirmation and Allocation of Pitch Space
Pitch numbers will be allocated approximately two weeks prior to the event. You will be notified of your pitch number within your confirmation letter which will include a site map, a car parking pass and further information regarding the day. The organisers have the right to change your location without prior notice.

Insurance
The event is insured however profit making/commercial and statutory entities must provide valid public liability and employee insurances.

Risk Assessments
All commercial operators and statutory bodies must provide an appropriate risk assessment; for further information please contact stevenageday@stevenage.gov.uk

Stevenage Day Programmes
Voluntary and charitable organisations can collect 25 programmes from Daneshill House approximately two weeks prior to the event or from the Information Point on the day; they can be sold for £1 each and will include an on-the-day ticket for entry into the raffle. If you wish to advertise in the programme, have a banner in the Main Arena or sponsor Stevenage Day please contact us at: stevenageday@stevenage.gov.uk

Generators
If you wish to use a generator please contact the organisers for guidance and advice prior to the event.

Sound/PA Systems
Other than background music sound systems are prohibited unless you have specific agreement from the organisers.

Access and Parking
Access on the day for cars will be from 08:00am until 11:30am, all day parking will only be provided if you are either registered disabled or your vehicle is integral to your stall.
1. Entry onto the showground on the day will be from 08:30am. Vehicles must be removed by 11:30am and cannot return until 5:30pm. Where special permission is granted to keep a vehicle on the showground it must remain parked between 12:00 noon and 5:30pm unless authorised by an organisers of the event.

2. Entry to the showground is by Ditchmore Lane ONLY and the exit is by Sish Lane ONLY. When on site Vehicles must follow the one way system and travel at no more than 5mph.

3. If you erect a tent, gazebo or similar structure you should use one that is framed. If you use one which has guide ropes, these ropes must be covered with hazard tape or similar, the structure must be secured to the ground or weighted at all times.

4. You are responsible for all waste which is created by you and which arises around your stall. All waste MUST be cleared-up and taken away when your stall is removed waste disposal points are available on the day.

5. You are responsible for supplying your own tables and equipment.

6. If you need to use a generator or other power supply please contact the organiser for specific guidance and authorisation.

7. You are not permitted to operate any mechanical fairground style rides or games without specific authorisation from the organisers.

8. You are not permitted to sell alcoholic drinks or give them away as prizes.

9. You are not permitted to sell any food or beverages intended for consumption on the showground, this includes ice-cream, burgers, hot drinks and candy floss. You may sell such items as pre-wrapped home-made cakes, jam and pickles etc. subject to being satisfied that you comply with all known hygiene regulations. If you do intend to sell food items please state clearly on the form the type or types of items you intend to sell.

10. If you intend to play live or recorded music you must state this clearly on the form and the organisers will contact you to discuss this further.

11. You are responsible for completing and submitting your own risk assessment form (where applicable – Trade and Businesses only)

12. You are required to comply with health and safety guidance & legislation, the event organisation plan and any other matters deemed appropriate by the organisers.

13. You are responsible for the security of your own stall at all times from the moment you enter the showground until the moment you leave the showground.

14. You may set up the day before but you will be required to have person(s) present at all times, you are responsible and liable for your own equipment and goods. Set ups the day before must be agreed in advance by organisers.

15. All vehicles on site must have valid and appropriate insurance.

16. Commercial, trade and statutory organisations must provide copies of valid public and employee liability insurance certificates.

17. No refunds will be given for cancellation of pitch space.

18. The organisers have the right to change the location of the allocated space, if so required.

19. The organisers have the right to change/adapt or close down a stall for any infringement of the terms and conditions.

20. No BB guns, replica guns, crossbows or weapons will be permitted with the exception of British armed forces or recognised and appropriate organisations as agreed by the event organiser.

21. Inflatables and Funfair equipment - must comply with the requirements of HSE Guidance for Bouncy castles and other play inflatables: safety advice (https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm) and Fairgrounds and amusement parks: Guidance on safe practice ( http://www.hse.gov.uk/pubns/books/hsg175.htm) You will need to evidence inspection schemes by PIPA or ADiPS, provide method statements, risk assessments and a copy or an appropriate and up to date insurance policy which includes P&E insurance.

23. Only by agreeing to these conditions together with full payment will you be offered a pitch space.

Stevenage Borough Council is under a duty to protect the public funds it administers and may use some or all of the information you have provided on this form for the prevention and detection of fraud and other offences. It may also share this information with other public bodies for the same purposes. For further information, see www.stevenage.gov.uk/stevenage-day