



Lutterworth Town Council

Platinum Jubilee - Picnic in the Park

Sunday 5th June 2022

Coventry Road, Recreation Ground

Food & Drink Vendors – Booking Form

Name of Stall/Organisation Name: <i>If applicable</i>	
Name of Stall Holder:	
Address:	
Postcode:	
Telephone Number: <i>Please include your area code</i>	
Email:	
Nature of stall: <i>i.e. hot dogs, ice cream</i>	

Please select the size of pitch you require by placing a tick in the appropriate box. If you require more than one pitch, please use a separate form.

<i>Pitch size</i>	<i>Rate</i>	<i>Tick</i>
3m x 3m	£40.00	
6m x 3m	£55.00	
6m x 6m	£75.00	

Please specify below the type of equipment you will be bringing i.e. vans, generators

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I confirm I have read and accepted the terms and conditions overleaf

Signed: **Date:**

Please return completed form, attachments and payment to:

Lutterworth Town Council,
Coventry Road, Lutterworth, LE17 4SH
E-mail: events@lutterworth.org.uk
Tel: 01455 550225

TERMS AND CONDITIONS

- The event takes place on Sunday 5th June 2022 on the Coventry Road recreation ground between 12.00pm and 6.00pm
- The cost relates to a pitch space only
- The booking form must be accompanied by a copy of the Public Liability Insurance in the name of the company making the booking, and up-to-date risk assessment.
- All vendors must provide details of the local authority with which they are registered, along with details of the type of food they are registered to vend and a copy of their Food Certificate rating.
- Completed booking forms and ALL relevant paperwork must be returned to the office with payment before a booking can be confirmed. You will not be authorised to attend on the day if any of the paperwork or payment has not been received.
- Cheques are to be made payable to *Lutterworth Town Council*.
- Booking fees are non refundable.
- Details regarding exact pitch locations will be sent upon receipt of the booking form
- Lutterworth Town Council cannot guarantee exclusivity of goods for sale on stalls.
- Stall holders are **responsible for their own rubbish** and must ensure that their pitch is cleared before they depart at the end of the event.
- All bookings are subject to change.

The following time restrictions will be in place on the day:

- 9.00am – Vehicles will have access to Coventry Road recreation ground via the Coventry Road car park to set up pitches.
- Each pitch will have an allocated car parking space next to it. **Maximum size of vehicle allowed to stay on the field is 2.5m x 5m.**
- 12.00pm – All vehicles must be turned **OFF** until 6.00pm.
- 6.00pm - Cars must exit the recreation ground via the one way system directed by marshals.

Please be reminded that ALL vehicles must be in place no later than 12.00pm.

For Health & Safety reasons it is emphasised that there will be NO vehicular movement on the recreation ground between 12.00pm and 6.00pm, other than authorised and emergency service vehicles.