



# Lutterworth Town Council

## Platinum Jubilee - Picnic in the Park

Sunday 5<sup>th</sup> June 2022

Coventry Road, Recreation Ground

### Arts, Crafts & General Stalls – Booking Form

<b>Name of Stall/Organisation Name:</b> <i>If applicable</i>	
<b>Name of Stall Holder:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone Number:</b> <i>Please include your area code</i>	
<b>Email:</b>	
<b>Nature of stall:</b> <i>i.e. handmade jewellery</i>	
<b>Charity Number:</b> <i>If applicable</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>Standard rate</i>	<i>Tick</i>	<i>Charity rate *</i>	<i>Tick</i>
<b>3m x 3m</b>	£25.00		£12.50	
<b>6m x 3m</b>	£40.00		£25.00	
<b>6m x 6m</b>	£60.00		£40.00	

*\*Charity rate only accepted if charity number provided above.*

Please specify below any additional equipment you will be bringing i.e. 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](mailto:events@lutterworth.org.uk)

Tel: 01455 550225

## TERMS AND CONDITIONS

- The event takes place on Sunday 5<sup>th</sup> June 2022 on the Coventry Road recreation ground between 12.00pm and 6.00pm
- The cost relates to a pitch space only. Stall holders must supply their own stalls/gazebos, electricity, lighting, chairs and tables for the event. These will **NOT** be provided by Lutterworth Town Council
- The booking form must be accompanied by a copy of the Public Liability Insurance in the name of the company making the booking and an up-to-date risk assessment.
- 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 in due course.
- 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 behind it. **Maximum size of vehicle allowed to stay on the field is 2.5m x 5m.**
- Stalls will be allocated by block and will be lined up upon arrival.
- 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.**