



**Plumstead Make Merry Sat 8 June 2019 12-6pm Plumstead Common, Old Mill Road SE 18 1QJ**

Name of organisation \_\_\_\_\_

Contact person(s) on 8 June \_\_\_\_\_

Contact mobile on 8 June \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Website \_\_\_\_\_

Facebook account (for publicity, if you have one) \_\_\_\_\_

Twitter account (for publicity, if you have one) \_\_\_\_\_

**Book your stall – please complete one option of three, specify special requirements and kindly confirm payment method BACS/Cheque/PayPal/Cash (hand delivered only)**

**1. Catering on site** £160 (5 metre by 8 metres) to include all food and drink which is prepared, cooked, re-heated or refrigerated and includes ice cream vans, slush puppies, fresh popcorn, fresh candy floss as well as generators – please provide brief description of your stall:

**2. Pre-prepared food and drink** £60 (4 metre by 4 metres) excludes any form of preparation, cooking, warming or cooling and includes fresh fruits and vegetables – please provide brief description of your stall:

**3. General stalls excludes all food or drink** £30 (4 metre by 4 metres) – generators add £10 - please provide brief description of your stall:

**4. Parking on-site in the specific car park area is limited to one vehicle per stall and you are required to give your vehicle registration number at time of application or you will not be able to enter the car park.** This is a strict rule enforced by the Royal Borough of Greenwich, vehicles will be checked on-site, there are no exceptions to this rule. Please write your registration details here:



### **Your agreement**

I/we hereby apply for the above pitch and agree to abide by the conditions as instructed by the Plumstead Make Merry Committee.

I/we confirm that I/we have read and understood the documents, 'cover letter for applicants' and the 'conditions of participation'. If I/we intend on selling any food and drink/ catering that I have also read and understood the 'additional information for food stalls'.

Personal information needs to be collected so that we can contact you and process your application and to comply with obligations outlined under our terms and conditions. For information on how we use your personal data, please see our privacy policy

- I confirm that I have read, understood and accept the terms and conditions of my application and understand how my data will be collected and processed.
- I would like to see updates and promotional information from Plumstead Make Merry
- I am happy for Plumstead Make Merry to include details about my service outlined in my application in their promotion of the event.

**Signed:**

**Date:**

### **Special Notes:**

Please email your completed application with payment and necessary certificates as soon as is practicable. By making an application you are agreeing to all the terms and conditions in the associated documents. **All documents, including full payment, must be sent at the time of application and stalls are not confirmed until everything is received in full.**

Bookings commence on 8 January 2019 and finish on 8 April 2019. There is limited space on the festival site so book early to avoid disappointment.

- Parking on site is limited to one vehicle per stall. You may not move your vehicle until 6pm.
- We do not provide tables, chairs, gazebos or any other equipment or electricity.
- Please promote the festival on your own flyers, social media or other relevant means.
- We would advise you to have available on the day any items you might need including weather proofing your pitch as far as possible or think about making attractive your stall as well as having any freebies or information to give away.
- Everything must be done within your allocated pitch. There shall be no roaming around the event site selling, collecting donations or distributing material or any other means of promotion. The wearing of high-visibility vests is also not allowed on-site.
- All stall holders are responsible for obtaining their own Public Liability and other relevant insurances. The event organisers cannot insure stalls, including their infrastructure, contents and staff. Your inclusion at this event is at your own risk.
- All special requirements and requests should be specified at the time of booking and will be accommodated, where possible. Generators must be declared at time of booking.



- All applicants must ensure that you read and agree to the Conditions of Participation document, and if your stall includes food or drink items that you also read and agree to the Additional Information for Food Stalls document. Both documents can be found on our website. You agree to the contents by signing the application form. Your completed application is taken as an agreement to all of the conditions and rules.
- On site caterers need to read and adhere to the document Additional Information For Food Stalls, these include:
  - Level 2 certificates, for all persons present, copies must be provided at time of application and originals available on day of event.
  - Allergens & intolerances information must be displayed on 8 June.
  - Generators must be fenced off completely.

**Please email or post completed applications to:** [stalls@plumsteadmakemerry.co.uk](mailto:stalls@plumsteadmakemerry.co.uk)

Plumstead Make Merry,

c/o Glyndon Community Group,

75 Raglan Road,

London, SE18 7LB.

Payment: Cheques should be made payable to Plumstead Make Merry

Bank transfer: NatWest Bank, Sort Code 60-24-26, Account 47747285

PayPal: [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)