



# FOOD VILLAGE BOOKING FORM

Saturday 19th June 2010

Please return the completed form and attachments to **Jane Bretton at  
The Wimbledon Guild, 30/32 Worple Road, Wimbledon SW19 4EF**

## Your Details

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_  
Company / Trading / Organisation name *as it should appear in the Fair Programme*  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone number \_\_\_\_\_ Email \_\_\_\_\_  
Mobile number \_\_\_\_\_ Website \_\_\_\_\_

## Your Stall

Description of the food \_\_\_\_\_  
and drink *to be sold at your stall* \_\_\_\_\_  
Please confirm if you will be selling alcohol YES  NO   
Further text *about your business for Fair programme, e.g. outside catering available, all organic produce etc.* \_\_\_\_\_  
\_\_\_\_\_

## Stall size and equipment

*Please calculate the full dimensions of the pitch required, including space for vehicles, generators, chairs and tables etc. Please be aware you will need a car pass for all vehicles to enter the Common .*

I would like to book: a. \_\_\_\_\_ m x \_\_\_\_\_ m pitch size  
b. \_\_\_\_\_ trestle tables @ £10 per table (these will be invoiced together with your stall fee)  
c. \_\_\_\_\_ car passes (number required)  
If you attended last year, would you like the same position? YES  NO

## Agreement

- I confirm all this information is accurate  
 I agree to the terms and conditions  
 I attach my Risk Assessment Form or a signed copy of the Health and Safety Form  
 I attach a copy of my valid Food Hygiene certificate  
 I attach a copy of my Public Liability Cover

Signed \_\_\_\_\_ Date \_\_\_\_\_



**The Wimbledon Guild**  
30/32 Worple Road, Wimbledon SW19 4EF  
020 8946 0735 Registered charity no 200424

**Wimbledon Village Fair contact**  
Jane Bretton, Fair Organiser  
jbretton@wimbledonguild.co.uk  
020 8946 0735



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## TERMS & CONDITIONS

Please read and sign this form and return with the booking form to Jane Bretton  
The Wimbledon Guild, 30/32 Worple Road, Wimbledon SW19 4EF

1. Applications will only be accepted on the official Booking Form, and when the relevant supporting paperwork has been received.
2. Once your application has been accepted you will be sent an invoice for your pitch, including for any tables ordered, which must be **paid immediately** to secure your booking.
3. The Wimbledon Village Fair Committee reserves the right to refuse admission to or participation in the Fair. The Committee reserves the right to reject any proposed entry or to cancel an entry without being required to give a reason. In such cases any fees submitted will be refunded in full.
4. **Location** of pitches will be determined by the Wimbledon Village Fair Committee whose decision is final. Every endeavour will be made to meet the general wishes of stallholders with regard to position. Those exhibitors wishing to retain their same site as previous years are asked to indicate this with their application although this cannot be guaranteed.
5. The Wimbledon Village Fair Committee is entitled to relocate pitches when any stallholder fails to arrive at the Fair by 9.00 am unless a stallholder has obtained prior consent from the Wimbledon Guild to a later arrival.
6. Stallholders may only sell the produce that have been submitted on the application form. NB no icecream can be sold except from the authorised icecream vans.
7. All produce should be sold at a fair price at the Wimbledon Village Fair.
8. Once your booking has been accepted, if you have to cancel your booking we will refund 50% of your fee up to 1<sup>st</sup> June. After 1<sup>st</sup> June no refunds can be given under any circumstances. There will be no refund of fees in case of bad weather or for any other reason.
9. All vehicles entering the Common must have a car pass displayed on the dash board, whether remaining at the Food Village or being re-parked in the Reserved Car Park.
10. Pitches must be set up and ready for trading by 10.30 am and manned throughout the day until 5.30 pm.
11. Stallholders are not permitted to close down or pack up during the Fair open hours (10.30 am – 5.30 pm).
12. Stallholders shall keep their pitches and surrounding area clean and tidy and will bag and tie their **rubbish** at the end of the day, ready for collection. Each food pitch is responsible for the waste – e.g. paper plates – from their pitch that the public leave lying around so you need to bring enough staff to ensure the Food Village is kept as clean as possible. Please use the recycling units provided where ever possible and do not mix food waste with recyclable refuse.
13. If you require **trestle table/s** 1.8m x 0.6m (6ft x 2ft) they can be provided at a cost of £10.00 each and ordered at the time of booking. They must remain in the pitch space for the duration of the Fair and will be collected and signed for at the end of the day. Stallholders are expected to supply all their other equipment including chairs, protection from rain, shade etc.
14. There is a **water** tap available to the side of the common which is not drinking water; there is no **electricity** supply and the cost of any generators has to be borne by the stallholder.
15. Stallholders agree that The Wimbledon Guild, its agents and anyone associated with the organisation of the Fair shall not be responsible for any loss or damage to merchandise or personal property or for injury to any person caused by the day's activities, the weather or any other reason or cause. Money and valuables should be kept out of sight and secured.
16. **Insurance:** All Food Village stallholders need full Public Liability Cover to cover accidents occurring at or because of their pitch or themselves. Please note the Wimbledon Guild's Public Liability insurance for the event only covers the Wimbledon Guild and its own stalls. Copies of your Cover should be submitted with your application form.
17. Food Village stallholders should be aware of their responsibilities under the Food Safety Act 1990. Copies of your **hazard analysis procedures** should be available on request. Please send us a copy of your **Food Hygiene certificate** with your application. Caterers providing high risk foods must have at least one person trained in food hygiene (to OEH Foundation Certificate in hygiene or equivalent)
18. Food Village stallholders should provide the Wimbledon Guild with a **Risk Assessment** (or complete and return the Health & Safety Checklist attached).



**The Wimbledon Guild**

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**Wimbledon Village Fair contact**

Jane Bretton, Fair Organiser

[jbretton@wimbledonguild.co.uk](mailto:jbretton@wimbledonguild.co.uk)

020 8946 0735

[www.wimbledonguild.co.uk](http://www.wimbledonguild.co.uk)



# HEALTH & SAFETY CHECKLIST

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**The Wimbledon Guild, 30/32 Worple Road, Wimbledon SW19 4EF**

**Saturday 19th June 2010**

**Please tick to confirm you have actively considered each point**

- The event takes place on Common Land, and the ground is not level.
- There is no shelter except for stalls inside marquees, so stallholders must take precautions to protect themselves and their stalls against the weather, e.g. by bringing suitable clothing, suncream, tarpaulins etc.
- All stalls must fit completely inside the booked area, and cause no obstruction to surrounding pitches.
- Each stallholder must bring enough staff to set up and break down the stall, e.g. collecting and returning tables to the drop-off points.
- If any staff or volunteers on a stall are classed as a vulnerable person, e.g. under 18, disabled, pregnant, etc, the stallholder is responsible for appropriate Health & Safety provision.
- If there is anything on a stall which may potentially cause harm to others, e.g. a source of heat, sharp objects, machinery etc, then appropriate precautions must be taken. If your stall may present such hazards, please list them here, together with a note of your Health & Safety procedures. *(Continue overleaf if necessary)*

**Stall name** \_\_\_\_\_

- I confirm that I have considered all the Health & Safety risks relevant to my stall.
- (if applicable)* I have a full Risk Assessment which covers my attendance at the Wimbledon Village Fair and I enclose a copy.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_