

Brandon Rainbow Colour Run and Pride Day Stall Application Form



This form is also available to download at www.brandonpride.co.uk - please return it to bookings.brandonpride@yahoo.com

Contact Name(s) _____

Trading Name *(if applicable)* _____

Contact Address _____

Phone number(s) _____

Email Address _____

Facebook page and/or website address _____

Charity you are fundraising for *(if applicable)* _____

Description of products on sale _____

The cost per 3m x 3m stall space is £5.00 for charities, clubs and good causes and £15.00 for non-food small traders.

Other stall fees for rides, attractions, professional traders and food vendors will be discussed and agreed by Brandon Pride.
We will contact you for payment once we have accepted your booking.

Each stall space is 3m x 3m. If you need to discuss additional space for your stall, please contact Ina on 07747 847579 or Sue on 07884 313563, message us via Brandon Pride Facebook page or email bookings.brandonpride@yahoo.com

Number of 3 x 3m charity/good cause pitches required at **£5.00** per pitch _____

Number of 3m x 3m small trader pitches required at **£15.00** per pitch _____

TOTAL COST _____

Please note that payment must be received before your stall booking will be accepted and your space allocated.
By signing below, you confirm that the above information is correct and you have read and understood our Terms & Conditions.

Signature _____ NAME _____ DATE _____

Brandon Pride use only	Payment of	Payment method	PLI doc received	<input type="checkbox"/>
	Received on		Received on	

TERMS AND CONDITIONS AND BOOKING INFORMATION

PRODUCT SALES/TYPE OF PITCH

Please be clear on ALL the type of items you are selling or the type of activity or game you are holding, and ensure you give us the correct dimensions of your stall.

This will help us to determine the number of stalls we will accommodate with a particular product and will allow us to site you correctly. The location of your stall will be determined nearer to the event.

We regret we are unable to provide tables, chairs or gazebos or power to any stallholders. We require payment and proof of public liability insurance before we can confirm bookings.

All stalls must be set up by 10am at the very latest. For safety reasons, latecomers may not be permitted to set their stalls up - and will not be given a refund on their payment.

INSURANCE

Brandon Pride's event insurance does not cover/protect professional stallholders or entertainers and we therefore require a copy of your Public Liability Insurance before we can confirm your booking. For insurance purposes, a professional stallholder/entertainer is someone who:

- has a stall or performs at 10 or more events a year, or
- has their own trading name, or
- has a website or Facebook page set up specifically to promote the trading activity (e.g. a page in the name of their "business").

Your policy must be provided to us no later than May the 1st and must be in force to cover our event on June the 1st 2024. We will not allow traders to set up stalls without us having received a copy of your policy.

STALL APPLICATION TERMS AND CONDITIONS

1. The event

Our Rainbow Colour Run and Pride Event is on Saturday the 1st of June from 11am-6pm at the Brandon Remembrance Playing Fields, Church Road, Brandon, Suffolk IP27 0EN. It is being organised by the Brandon Pride committee, who are all volunteers.

2. Allocation of Bookings

Bookings will be taken in strict order of receipt. We aim to ensure as wide a variety of products as possible and the organisers reserve the right, should it be necessary, to decline an application. Please be aware we will always offer stalls to organisations or groups who are raising money for non-profit organisations, regardless of any duplication or similarity of items being sold. Brandon Pride reserves the right to refuse a stall to any stallholder selling products we deem unsuitable for a family friendly event.

Please note we are not taking bookings for any stalls selling alcohol of any kind.

3. Stall Holders Obligations

The site will be open from 8am for you to set up your stall. You will be shown to your pitch(es) on arrival at the site. Please note that your stall must be set up by 10am - this is one hour before our Rainbow Colour Run starts at 11am and is necessary to avoid vehicle movements as pedestrians arrive. Vehicles arriving after 10am may therefore not be admitted. If you are not on site by 10am and we have not heard from you, your pitch will be removed. Clearing up should not begin until 5pm unless you are advised otherwise. All stalls are to be set up in a tidy and attractive manner. Boxes etc must be stored out of sight. At the end of the Fayre your pitch area(s) and the area surrounding your pitch(es) must be left clean and tidy and all your litter, stock and possessions removed.

Please ensure you bring your own bin bags to remove all litter and take your litter off site. Bin bags will not be provided to stallholders.

4. Pitch sizes and costs

Pitch sizes are strictly 3m x 3m each. If you require more space, please advise us when booking so we can advise you of the correct fee and ensure that you are allocated enough space. This will avoid unnecessary delays and inconvenience to both you and other stallholders when setting up.

- **The cost per pitch space is £5.00 for charities, clubs and good causes and £15.00 for non-food small traders.**
- Other stall fees including those for rides, attractions, professional traders and food vendors will be discussed and agreed by the event organisers, Brandon Pride.
- Stall payments must be made no later than May the 1st 2024.

Extra donations towards Brandon Pride are of course, always welcomed. These help towards our event running costs, help us keep the Rainbow Run entry fees low for families and allow us to support various LGBTQI+ charities, organisations and support services. These donations can be made when you book, or on the day.

7. Parking

Vehicles may be left neatly behind pitches or parked in the field as directed on arrival. Please do not park in the Lesisure Centre car park – spaces are limited and we need to leave them free for Brandon Pride visitors.

8. Toilets

Both the Leisure Centre and Brandon Remembrance Playing Fields are kindly allowing the use of their toilets and we are grateful for their support. Please ensure that the toilets are left in a clean and tidy condition and that you advise the premises or Brandon Pride organisers of anything that you feel may need attention.

9. Our Limit of Liability

Brandon Pride does not provide insurance cover for theft or damage to stallholders' stock or vehicles and we therefore recommend that you adequately insure yourself against all risks. By booking you understand and accept that you cannot hold Brandon Pride responsible for any losses or damage to goods or vehicles you may sustain.

10. Selling of food

If you will be selling food items (inc. fudge, jam, chutney etc.), you must hold and provide the necessary licenses and certificates to sell food to the public. We recommend that any food handlers at Brandon Pride hold valid food hygiene certificates.

12. Mobile phone signal & WiFi

We regret we are unable to provide you with access to WiFi on the day. We also cannot guarantee you will always have signal on your phone or PDQ machines.

13. Cancellation of booking by the stallholder

If you are unable to attend, please let us know prior to the event and confirm this in writing. Please note that we are unable to refund any monies paid if cancellation occurs after May 1st 2024.

14. Cancellation of event by the provider

In the unlikely event of the Brandon Rainbow Colour Run and Pride Day being cancelled due to circumstances beyond our control, payments will be refunded in full.

15. GDPR and use of images

By asking us to accept your booking, you consent to the use of your personal information being retained for Brandon Pride to keep you informed about this and future Brandon Pride events. We will not share your information with any other parties without your consent. You also consent to the use of photos and videos taken at our event to be used in our press releases and future event advertising, posters and promotion.

16. Brandon Pride is being co-ordinated by:

Sue Meader 07884 313563 suemeader1@gmail.com **Jessie Coburn** 07934 035855 brandonpride2024@gmail.co.uk

Ina Mars 07747 847579 bookings.brandonpride@yahoo.co.uk