



## **Cranleigh Lions Carnival & FUN DAY 25<sup>TH</sup> JUNE 2022** **Stalls, Side-Shows & Rides Booking Conditions**

1. **Charges** are payable in advance and are non-refundable, other than in the exceptional circumstances caused by the pandemic and Government regulations. In the event of wet weather, the Fun Day will still go ahead. Stall holders are responsible for providing their own tables and weather protection equipment. For national charities, if the local branch cannot take part, please pass on this form to the next nearest branch.

**Charities and Voluntary Groups:** £25 per 4 metre frontage (minimum) pitch, plus £5.00 per additional metre of frontage.

**Business:** £50 per 4 metre frontage (minimum) pitch, plus £10.00 per additional metre of frontage.

**“Home Worker / Independent Craft Stalls / Independent Small Trader as agreed with the Cranleigh & District Lions Club”:** £25 per 4 metre frontage (minimum) pitch, plus £5.00 per additional metre of frontage. (*Referred to as “Small Trader” on Booking Form*)

2. The allocation of each individual pitch on Cranleigh Common will be allocated at the SOLE discretion of Cranleigh and District Lions Club.  
Space is limited and you will not be able to exceed the frontage booked without a further charge being made. As stated, measurement is for frontage but, in all cases, there will be room in depth for any reasonable sized stall, gazebo, tent or table etc. “Reasonable” means at the discretion of the Cranleigh & District Lions Club.  
**PLEASE NOTE ANY SOCIAL DISTANCE REQUIREMENTS REQUIRED BY THE GOVERNMENT DUE TO THE PANDEMIC WILL BE ADDED ON BY THE LIONS CLUB BUT ALL STALLS MUST STAY IN THEIR OWN ALLOCATED AREA**
3. Cranleigh and District Lions Club reserve the right to refuse admission, or to ask for any stall to be removed from the common. **This particularly applies to any group setting up a Tombola or food stall without a confirmed booking for this type of stall.**
4. Unloading and setting up must be done from the common and definitely **NOT** from the access roads that lead to houses. After unloading and setting up, **ALL MOTOR VEHICLES MUST BE REMOVED FROM THE COMMON BY 9.45am & will not be allowed back until after the event closes at 5pm**, unless they form an integral part of the stall/display (e.g. Ice cream van). The keeping of stock or equipment in a vehicle **WILL NOT** be an excuse for keeping the vehicle on the common after 9.45am. Access to the Common will be in allocated road side entrances marked in sections “A” to “F” & will involve careful slow driving over the pavement & kerbside at your own risk.
5. Detailed setting up instructions will be sent to stall holders with payment receipts.
6. Trading hours are from 10.00am to 5.00pm.
7. The name of the organization must be **prominently displayed** on the stall.
8. Any damage to the turf must be made good and **ALL RUBBISH MUST BE REMOVED BY STALLHOLDERS THEMSELVES**. Rubbish **must not** be dumped in the local council bins.
9. Attendance is at the stall holders’ own risk and Cranleigh and District Lions Club accept no responsibility for loss, injury or damage, howsoever caused.
10. Holders of stalls which contribute a “public ride” (e.g. Roundabouts, swings, bouncy castles etc.) must hold a valid Public Liability insurance certificate for at least £10 million and an appropriate safety certificate for the ride, valid for **WHEN THEY BOOK. COPIES OF THESE DOCUMENTS MUST BE SENT WITH THE BOOKING FORM. This is a requirement of the local Council.** These documents must be with the Council by 7<sup>th</sup> May 2022 therefore we are unable to take bookings for rides after this date. All such rides must be supervised at all times by the stall holder’s own qualified operatives covered by the safety certificates.
11. The Environmental Health Officer will be notified of any stalls handling food at least **42 days** prior to the event and such stalls must comply with the Food safety Act 1990 and any regulation or subsequent regulation made thereunder and appertaining thereto or any other relevant regulation, law or by-law current **at the time of the event. All valid Health & Hygiene certificates must be displayed**, as required by the Act. **PLEASE** do not issue food in environmentally unfriendly containers. For example, use serviettes & NOT polystyrene boxes, where possible use paper cups NOT plastic.

**12. All stall holders enter the common at their own risk.**



# **Cranleigh & District Lions Club Carnival & Fun Day Stalls, Side-Shows & Rides Booking Form, 2022**

**To: Cranleigh & District Lions Club,**

**I/we\*** .....

require a **\*Charity/Business/Small Trader\*\*** pitch of..... metres (minimum 4 metres) for Saturday 25<sup>th</sup> June 2022.

*(\*delete as appropriate) (\*\*Must be agreed by the Cranleigh & District Lions Club explain below)*

*Any individual person booking a pitch for their own purpose will be charged at the "Small Trader's/Home Worker's" rate. As ever, we will **NOT** be handling any booking money on the day, please ensure that you have booked enough space for your tent, table etc. (note booking conditions 2 and 3 which will be strictly adhered to).*

*See booking condition 1 for charges & definition of "Small Trader"*

\* We **enclose** a cheque for £ .....

Payable to Cranleigh and District Lions Club & endorsed on the back "Carnival xxxxx"

\* We have made an online BACS payment of £ ..... to Cranleigh & District Lions CIO Club Activities

Bank Sort Code 40 52 40, Account No. 00020588, Ref "Carnival xxxxx"

where xxxxx identifies our organisation.

\* *Delete as appropriate*

*If paying online this form may be downloaded & sent by email to [carnival@cranleightlions.org](mailto:carnival@cranleightlions.org)*

*If paying by cheque please send together with this form to*

*Lion Paul Withers, Flat 1 Cranleigh Chase, The Common, Cranleigh, Surrey, GU6 8SN*

*Please ensure you state your email as we prefer to send the receipt electronically.*

**Full details of stall / activity** (please note booking condition 3 re **Tombola & Food Stalls**).

*This section **MUST** be completed (no exceptions) or this form will be returned to you as you will not have a booking. Please give as much detail as possible especially if you consider you are a small trader, as this form is to comply with Waverley Borough Council Street Trading Consent.*

Kind of Stall / Activity

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See Condition 1 - I enclose "Small Trader" charge because .....

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If providing a "public ride" **COPIES OF THE CURRENT INSURANCE ARE REQUIRED AND MUST BE ENCLOSED.** In all cases these forms must be lodged by us with the Council by 7<sup>th</sup> May 2022 (booking condition 10). It is understood and taken on trust by the Council, that forms which expire between booking and the date of the event will be renewed. However, for good orders sake, ride owners should bring copies of the renewed forms with them on the day.

If handling or serving food booking condition 11 applies & must be **STRICTLY ADHERED TO.**

Organisation - Name of Charity, Business or Small Trader .....

Name of contact: .....

Telephone No: .....

Address for correspondence or Email :- ( enter one or the other, **- email preferred** )

**Address** .....

.....

.....

.....

.....

**email:** .....

I confirm that I have read, understood, informed all attendees, and \*I/we agree to all the booking conditions, and \*I/we understand that failure to comply with the booking conditions may result in the \*stall/ride having to be removed from the Common by me or my organisation.

I note that this year's theme is "**Celebrating the Queen's Platinum Jubilee**", and there is no obligation to deck the stall out to illustrate this theme but the more stalls that do so, the better the overall effect will be & the more the public will be attracted to attend.

**I also note that should the Government still require social distancing then the Cranleigh & District Lions Club organisers will make due allowance with the positioning of stalls and \*I/we must stay within the area allocated. \*I/we must also make all due allowance for members of the public viewing, or participating in, the stall.**

\* Delete as appropriate

Signed: .....

On behalf of the above Organisation

Date: .....