



CRANLEIGH LIONS

Cranleigh Carnival & Fun Day

Saturday 29th June 2019

Dear Villager / Stall Holder,

Following the success of last year's Carnival, when we had a wide range of interesting stalls on Cranleigh Common, we are now planning the year 2019 event.

The Fun-day provides an opportunity for charities and groups to raise funds for their own cause by running charity stalls and for local businesses to promote their goods and services by taking business pitches. For charities, if your local branch cannot man a stall please pass this form to your nearest club as they may like to take part. This mailing contains the booking information for stalls and side-shows at the fun-day only

If you would like to take a stall, please read the enclosed booking conditions before returning the booking form with payment. Please note if payment is not sent with the form you do not have a booking. Please also note that **the number of tombola stalls is limited to 4**, on a first paid first served basis. If you intend to book a ride that needs a safety certificate and public liability insurance you **MUST** book at least 7 weeks before the event as the local Council requires copies of these forms by 13th May 2019

You will be sent detailed setting up instructions with your payment receipt. If you have not got a receipt you have not got a booking.

We look forward to seeing you on Saturday 29th June for what promises to be an enjoyable day for all.

Yours sincerely,

Russell Lindfield

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Stalls, Side-Shows & Rides Booking Conditions

1. Charges are payable in advance and are non-refundable. 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: £35 per 12 foot fronted (minimum) pitch, plus £3.00 per additional foot of frontage.

Business: £50.00 per 12 foot fronted (minimum) pitch, plus £4.00 per additional foot of frontage.

Space is limited and you will not be able to exceed the frontage booked without a further charge being made.

2. The allocation of each individual pitch on Cranleigh Common will be allocated at the SOLE discretion of Cranleigh and District Lions Club.
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 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** 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.
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 £1 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 13th May 2019th therefore we are unable to take bookings for rides after this date.
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 of subsequent regulation made there under and appertaining thereto or any other relevant regulation, law or by-law current **at the time of the event.**

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



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Stalls, Side-Shows & Rides Booking Form

To:

We require a Charity/Business Pitch of..... feet (minimum 12 feet). Any individual booking a pitch will be charged at business rate. As this year 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).

We **enclose** a cheque for £ Payable to Cranleigh and District Lions Club (see booking condition 1 for charges).

Full details of stall / activity (please note booking condition re **Tombola**). This section **MUST** be completed (no exceptions) or this form will be returned to you as you won't have a booking. This form is to comply with Waverley Borough Council Street Trading Consent.

Kind of Stall / Activity

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 13th May 2019(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 and must be **STRICTLY ADHERED TO.**

Name of contact: Telephone No:

Name and address of Charity, Group or Business **email:**

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We confirm that we have read, understood and agree to all the booking conditions. Failure to comply with the booking conditions may result in us having to remove our stall / ride from the Common.

Signed: Date: