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**Stall Booking Form**

**Name of Event:** Family Fun Day

**Date of event:** Saturday 11th August 2018

**Time:** 12:00 to 19:00

**Venue:** Weavers Field, Vallance Road, London E2 6HD

To confirm booking, please complete the details below and send back via email to: **events@osmanitrust.org**

***Deadline for bookings 30th July 2018***

Contact Name

Organisation/Business

Name

Company/Charity

Registration no. …………………………………………………………….

Address

Town / City Postcode

Telephone Mobile

E-mail

Type of products to be sold

/displayed

Please specify the type of stall required by completing the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Stand** | **Size** | **Cost per stall** | **Quantity** | **Total cost** |  | **Method of Payment** |
| Corporate (local authority, NHS, Housing Associations, large businesses) | 3m x 3m Gazeebo | £150 |  |  |  | **only bank payment accepted** |
| Clothing & Jewellery Stall (Large/expensive items of clothing and jewellery) | 3m x 3m Gazeebo | £125 |  |  |  |
| General Stall(Small/ value items, goods, snacks, cold foods & cakes, etc.) | 3m x 3m Gazeebo | £100 |  |  |
| Charity / Not for profit Service providers | 3m x 3m Gazeebo | £100 |  |  |
| Refundable Cleaning Deposit |  | £50 |  |  |  |

#### \*Payment is only accepted by bank transfer and must include the £50 deposit

#### Name: Osmani Trust - Sort Code: 40-02-33 - Account no: 01691139 - Reference: Family Fun Day 2018

|  |  |
| --- | --- |
| Account holder’s name that the payment is paid from (as on the bank account) |  |

#### Contract Terms and Conditions

|  |
| --- |
| 1. No distribution of leaflets without prior written permission of the organisers.
2. Booking fees must be paid in advance, with the stand booking form.
3. Only contracted products may be sold, **a**ny products sold which contravenes the agreement will result in the withdrawal of the stall.
4. Where stands have to be withdrawn the proprietor will not be entitled to a refund.
5. **NO FOOD OR DRINKS CAN BE SOLD BY NON FOOD STANDS**
6. **NO HOT FOOD CAN BE SOLD BY GENERAL FOOD STANDS**
7. Stall holders will be provided with only a 3m x 3m gazeebo.
8. Stall holders will be required to keep all their goods within their designated bays assigned by the event management team.
9. Stall bookings do not include car parking; stall holders must make their own arrangements (free street parking available)
10. Stall holders must setup between 8am to 11am, and pack-up from 7pm to 9pm
11. Stall holders must take all their waste with them and not dispose of it in the Park
12. To avoid disappointment, please arrive and register early with organisers.
13. The organisers will reserve the right to refuse application for stall pending inaccurate information or other organisational principles.
14. The organisers, whose decision will be final, will allocate places to traders on the day of event.
15. Cleaning deposit will be charged to each stall holder (£50). A refund will be arranged after a member of management has checked the area for cleanliness and taken an inventory of equipment supplied and is duly satisfied.
16. No refunds will be made in the event of adverse weather conditions or any other Acts of God.
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I/We hereby agree to abide by the rules and regulations set by the organisers and understand that failure to do so may result in loss of stand/s applied for. No refunds will be made.

Signature: Organisation/Business:

Print Name: Date:

###### Upon receipt of the booking form, we will contact you to confirm booking and payment

**Data Protection**

The information you provide in this form will be used solely for dealing with you as a customer of Osmani Trust’s hire facilities.

Osmani Trust has a data Privacy Statement which can be found at [www.osmanitrust.org](http://www.osmanitrust.org). Your data will be stored and used in accordance with this policy.