

STALLS BOOKING FORM			
Name and Date of Event			
Organisation			
Full name (block letters please)			
Address			
Telephone Number(s)			
Email Address			
Brief description of products or services being sold			
Requirements	No's Required	Cost	
Societies/Organisations -£10			
Commercial - £15			
Total Cost	£		
Arrival Time for setting up		Departure Time	
I have read the Conditions of Booking and would like to reserve a stall.		Signature of Applicant	
<p>All cheques should be made payable to 'Chelmsford Mencap' and sent to:</p> <p>Mr Joe Farmer - Fundraising Manager 36 Sycamore Close Witham Essex CM8 2PE</p> <p>Stalls are limited and will be issued on a first come first served basis. Any queries please telephone Mr Farmer on 01376 512353</p>			

This form must be completed by the person responsible for the stall. Please retain a copy for your own records.

Conditions of booking stalls at Chelmsford Mencap Events

1) Booking forms

Please complete the accompanying booking form to reserve your stall(s)

2) Type of stall

Separate payment levels are applicable for **Society/Organisations stalls** and **Commercial stalls**. Prices of goods on sale and being demonstrated must be clearly displayed. No games of chance are allowed.

3) Parking

Council parking is available next to the school.

4) Equipment

Tables and chairs will be provided for Stall holders but they are expected to supply all their own protection from rain or shade. Chelmsford Mencap cannot supply this.

No electricity supply is available.

5) Decoration

All stalls **must** display the name and address of the company or organisation prominently. We would hope that you will enter into the spirit of the event and decorate your stall as attractively as possible. It is hoped that you will be able to provide a gazebo to provide shelter from the sun or rain, if you are allocated an outside stall.

6) Safety and Security

You are responsible for health and safety on your site for your helpers and the general public using your stall. You are further advised not to keep excessive amounts of money on site. Money and valuables should be out of sight and secured.

7) Rubbish

Any large items of jumble, packaging etc, must be taken from the site and not deposited in the litter skips.

8) Litter

Please clear the area around your stall of litter at regular intervals. Chelmsford Mencap volunteers will have to clear the site of all rubbish, so any assistance you can offer would be gratefully appreciated.

9) Payment

Payment must be made prior to attending the event. Cheques to be made payable to 'Chelmsford Mencap'.

10) Liability

Neither Chelmsford Mencap nor the venue can be held responsible for any loss or damage to property or injury to any person caused by the day's activities, the weather or any other reason or cause.

11) Admission

The Chelmsford Mencap Fundraising Committee reserve the right to refuse admission or participation in the event.

Contact us

Chelmsford Mencap
C/O 32 Shelley Road
Chelmsford
Essex
CM2 6ER

Telephone: Joe Farmer - 01376 512353

Email: chelmsfordmencap@blueyonder.co.uk

Web: www.chelmsfordmencap.org.uk