

# OXSHOTT VILLAGE DAY - 2018

## STALL RESERVATION FORM

**Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey, KT22 0RF  
Monday 7<sup>th</sup> May 2018, 11:00 am to 5:00 pm**

To reserve a place for a stall at Oxshott Village Day 2018, please complete this form and either e-mail to [Carmen@OxshottVillageDay.com](mailto:Carmen@OxshottVillageDay.com), or post it to Carmen Robinson, Fair Oaks, Hardwick Close, Oxshott, Surrey, KT22 0HZ.

**Your Name:** \_\_\_\_\_

**Regular Stall**                       £40.00 per space

**Registered Charity**               £20.00 per space

**Local Club**                          £20.00 per space

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Stall Name and what you are offering:** \_\_\_\_\_

\_\_\_\_\_

One stall is a 3 metre x 3 metre allocated space. You should provide your own equipment such as tables, chairs and gazebos, wet-weather gear, etc.

**Number of spaces required:** \_\_\_\_\_

**Liability Insurance is required.** If you wish to be included in the OVD Events Insurance (see the next page for more information) please check this box and include the £10 charge in your payment.     

**Total amount due: £** \_\_\_\_\_

*A gift donation to our Raffle would be very welcome and would help to advertise your business.*

### PAYMENT

**Your place at Oxshott Village Day is not guaranteed until we receive payment.**

**EITHER: Cheques** payable to: OXSHOTT COMMUNITY EVENTS sent to: Carmen Robinson, Fair Oaks, Hardwick Close, Oxshott, Surrey, KT22 0HZ

**OR: Pay on line:** OXSHOTT COMMUNITY EVENTS, Sort Code 20-90-56, Account Number: 63895890 and include your stall name in the Reference box.

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## IMPORTANT NOTICES

1. It is a condition of our Public Liability Insurance that you have current Public Liability Insurance for £5 million. Therefore, please send us a copy of your current insurance certificate and, if it expires before 7<sup>th</sup> May 2018, please send us a copy of the new certificate after renewal. If we do not have evidence that you have insurance in place, then unfortunately you will not be able to participate in OVD.
2. If you do not have insurance and would like to take be included on the OVD Events Insurance Policy, at a cost of £10 for the day, please check the box on the first page and include the cost in your payment.
3. One stall site is 3 metres x 3 metres but you can hire more than one if needed.
4. The organisers will allocate stallholder pitches based on the pitch size requested and the mix of stalls required by the organisers. Specific pitch positions cannot be guaranteed.
5. You will be able to set-up from 8:00 am. **For safety, no vehicles will be permitted to enter the grounds after 10:00 am.**
6. At the end of the day no vehicle traffic is permitted until 5.00 pm. All stalls must be cleared by 6.30 pm
7. **EXHIBITORS ARE RESPONSIBLE FOR REMOVING ALL OF THEIR OWN RUBBISH FROM THE GROUNDS AT THE END OF THE DAY.**
8. **A maximum of 2 people per stall are admitted free of charge.** Additional people will have to pay the £2.50 adult entrance fee.
9. We do not provide tents or awnings, tables, gazebos, chairs, wet-weather protection, etc, or electricity. Exhibitors are responsible for providing their own. If you need to hire a table we can provide a contact.
10. Please note this is an outdoor event – so be prepared for any weather! No refunds payable in the event of inclement weather.
11. All stallholders are wholly responsible for ensuring that their stall does not pose a danger to the visiting public or other stallholders.
12. If you need to cancel your stall booking please give us as much notice as possible. Cancellations within 30 days of the event will not be refunded.