

| | | |
|---|---|--|
| Telephone no. | | |
| Mobile no. | | |
| Email address | | |
| Website | | |
| If a registered charity, please provide a charity number | | |
| Any special requirements | | |
| Description of merchandise | | |
| Special requirements | (please note power cannot be provided) | |
| Parking required | (Please circle; allocated parking may be a short walk from your pitch) Parking required - YES Drop & go - NO | |
| Size of pitch required | (outdoor - 3m x 3m as standard / indoor – table top) | |
| Will you be bringing a gazebo | YES / NO | If yes, what size: (max depth of 3m) |
| Unloading your vehicle | How long do you need to unload your vehicle and set up you gazebo (please circle): 0-30mins 30 – 45mins more than 45 mins (Please note this is only for unloading and gazebo set up time, not full set up of your stall, and will help determine your arrival time) | |
| Setup | How long do you need to layout your stall once you have set up your gazebo? (please circle): 0-45mins 45 – 60mins more than 1 hour | |
| Breakdown | How long does it take to pack stock & break down your gazebo at the end of the day? (please circle): 0-45mins 45 – 60mins more than 1 hour (Please note this will be used to determine your stall position and phased exit at the end of the event) | |
| Have you attached a copy of your public liability insurance? | YES / NO | |

| | |
|---|----------|
| (This is mandatory for all stall holders) | |
| Are you selling alcohol? (If yes you will need a temporary event notice (TENS) from Wiltshire Council) | YES / NO |
| Have you attached copies of PAT certificates (if applicable) | YES / NO |
| Are you using Liquid Petroleum Gas? | YES / NO |
| If yes please supply a copy of your LPG certificate and evidence that your units have been maintained by a Gas-Safe Registered Engineer. | YES / NO |
| Copy(s) attached | YES / NO |

* **Indicates field is mandatory**

Additional Notes:

If you have any further questions, please call 01373 822232 or email: events@westburytowncouncil.gov.uk

Please note a pitch fee of £15 is required to secure your pitch. A basic pitch will 3m x 3m and a further £5 per metre of frontage thereafter. Pitches for charities remain free for 3m x 3m. Pitches are space only.

Pitch fees are to be paid no later than Friday 1st November 2019 as follows:

Cheques are to be made payable to:

Westbury Mayor's Charity Account – please note cheques made payable to 'Westbury Town Council cannot be accepted and will be returned.

BACS Payments to:

Bank: Lloyds
Sort Code: 30-99-13
Account No: 21469460

Please contact the Town Council on 01373 822232 in advance to arrange a BACS payment.

Please return your completed form, along with all appropriate certificates to:

Events Coordinator
Westbury Town Council
The Laverton
Bratton Road
WESTBURY
Wiltshire
BA13 3EN