

Forest Showcase Sunday 6th October 2019
Charity Booking Form



Contact details

| | |
|-----------------|--|
| Contact Name | |
| CharityName | |
| Charity Address | |
| Tel: | |
| Email | |
| Website | |

Your produce and company details will appear in the festival programme and website

Up to 10 words to promote and describe your product

| | |
|---|--------------|
| Please confirm that you are happy for us to use images of you and your produce for promotional purposes | Y / N |
| Are you willing to donate food/drink for the demonstration chefs | Y / N |
| Are you willing to make a donation for the competition prizes if so what?..... | Y / N |
| FREE DEMONSTRATING SPACE –We may provide a demonstration space at no extra charge for stallholders who are willing to demonstrate their craft throughout the day. Would you like to demonstrate? If so what? Please tell us here.. | Y / N |
| Advertising in Free programme – If you would like further information please indicate here Costs range from £25 to £150. 5000 copies printed and distributed. | Y / N |

Requirements

| Option: Outside | Quantity | Total Price |
|--|----------|-------------|
| * Own gazebo (3m x 3m) / trailer (provide size) £25 | | |

| Additional | | |
|-----------------------|--|--|
| Table £10 | | |
| Chair requirements £5 | | |

Electrical cable and sockets – All electrical equipment must be PAT tested.

*Gazebos can be hired for a small charge, please contact us for details.

Please detail your electrical requirements here; no electrical supply will be available on the day unless booked prior to the event.

NOTE: *The use of multi way adaptors will not be permitted.*

| Usage: | Price: | Equipment to be connected | Qty | Total Price |
|-------------|-----------------------|---------------------------|-----|-------------|
| 13 Amp | £20 per 13amp supply. | | | |
| Chiller Van | £50 | | | |

| | | |
|------------------------|---|--|
| GRAND TOTAL | £ | Payment enclosed Paid by Bacs |
|------------------------|---|--|

Data Protection Act 1998

The information provided by you on this form will be held on the Forest Showcase's database in order to process your application.

Your Declaration

I confirm that all electrical equipment used at the festival, including any extension leads will have a current PAT certificate. The total power consumption of appliances attached to single or multiple outlet extension leads will not exceed the capacity of the extension lead.

- I wish to reserve space at The Forest Showcase 2019 as indicated.
- I enclose/Bacs payment in full
- I will / will not (please delete) be utilising fuels other than electricity (State which e.g. bottled gas)
- I have read the terms and conditions and agree to abide by them.

Signed _____

Date _____

Print name _____

Company _____

Exhibitors: your payment

We require full payment by cheque when submitting your booking form, cheque payable to – Forest Showcase. Or BACS payment: Nat West Bank Sort code: 60-24-77 Account: 20191006 Please quote your trading name as reference and advise us of payment by email This is returnable depending on acceptance into the event.

Please return your completed forms and payment in full to:

FOREST SHOWCASE 2019

**P O Box 4
Coleford
Glos
GL16 8YH**

**FOREST SHOWCASE 2019 RISK ASSESSMENT FORM
(Compulsory)**

Please complete the risk assessment form below, and return with your booking form.

Name of responsible person: _____

Company Name: _____

Contact Number: _____ **Product** _____

Please circle all items applicable to your stall:

Electrical equipment

Hot surfaces

Food preparation

Trade Stand Risk Assessment

| Hazard | Persons/Group at risk | Measures in place to reduce the hazard or risks |
|--------|-----------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Please state which Local Authority your food business is registered with (if applicable).....

Please state your food hygiene rating at the time of your last inspection (if applicable).....

Please enclose copies of the following:

Enclosed

- Y/N Food Business Registration Form
- Y/N Public Liability (and Product Liability Insurance if required)
- Y/N Gas Safety Certificate
- Y/N Portable appliance Test
- Y/N Latest food hygiene inspection
- Y/N Alcohol license

Signature of responsible person: _____