



## BROADSTAIRS WATER GALA 1<sup>st</sup> Aug 2018

10am - Late

**Victoria Gardens, Victoria Parade, Broadstairs CT10 1QL**

***No confectionery, food products or drinks to be sold without prior agreement***

Name of Stall Holder: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Goods to be sold: \_\_\_\_\_

### Circle pitch size required

3m (10ft) £65	4.5m (15ft) £80	6m (20ft) £100
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**Completed Booking Form and Risk Assessment document, a copy of your Public Liability insurance and a cheque for full payment (made payable to **BROADSTAIRS WATER GALA**)**

**NO POST DATED CHEQUES!**

**Further Event information may be found on: [www.broadstairswatergala.co.uk](http://www.broadstairswatergala.co.uk)**

### TERMS & CONDITIONS

A completed risk assessment & proof of valid public liability insurance to the value of not less than £5 million must be submitted to the organisers **BEFORE** each event. Failure to produce either could result in you being asked to vacate. No refund will be given.

The organisers cannot be held responsible for circumstances beyond their control which may lead to the event being disrupted, postponed or in severe cases cancelled. Such circumstances could be adverse weather, civil unrest etc. No refund will be given but every effort will be made to continue or re-schedule the event at the earliest opportunity.

Stallholders are responsible for the safety, protection & security of all personnel, equipment, stock & items brought onto site in connection with trading activities. The organisers will not be held responsible in any way for losses, damage, theft, acts of vandalism or any such eventuality to stallholder's property or person.

Stallholders will also be held responsible for any accidents or damage to other persons or property caused by any part of their stall or trading activities. The organiser reserves the right to refuse entry or admission and has the final decision on acceptance and site location.

**I have read the terms & conditions and, by signing, agree to be bound by them.**

**Stallholder's signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **RISK ASSESSMENT**

Name of the Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Name of Stall Holder: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>POTENTIAL HAZARDS</b>	<b>WHO'S AT RISK</b>	<b>SERVERITY OF RISK</b>	<b>ACTION TO BE TAKEN</b>
FIRE	Public/Staff	Low	Escape routes planned. Location of Fire Extinguisher's known.
ACCESS trip, slip and obstructions	Public/Staff	Low	Obstructions, cables & packaging kept clear at all times.
VEHICLES	Public/Staff	Low	No vehicle movement whilst show is open to public without escort by Marshal.
PERSONAL INJURY structures and objects	Public/Staff	Low	Use of suitable structures for purpose required & care in moving/handling heavy objects.
SECURITY	Public/Staff	Low	Awareness of surroundings & potential threats.
EXTREME WEATHER	Public/Staff	Low	Anticipation of additional tie down/fixings. Prepare for dismantle/evacuation.

**This Event is open to the public from 10am to 10.30pm. Traders access from 7.00am. For the safety of the public, all vehicles must be off site or in place no later than 9.30am.**

**At all times, full attention will be given to the above Risk Assessment, ensuring the continued safety of the general public, stallholders and all other participants.**

**Broadstairs Water Gala, Bramblewood Stone Street, Petham,  
Canterbury, Kent CT4 5PU**

**Email: [info@broadstairswatergala.co.uk](mailto:info@broadstairswatergala.co.uk)**

**Tel: 01227 700894**

