

Pinner Village Show – Saturday 14th September 2019

Application Form v02

Section 1 Details of application.

Name of Organisation	
Commercial or Charitable	
Description of stall	
Number of pitches required	
Contact name	
Email address	
Preferred phone number	
Alternative phone number	
Address	

Section 2 Additional Information.

Please refer to Terms and Conditions and indicate below what information you are or will be supplying . If this is not received by 11th August 2019 your pitch will be forfeited.

Item	Required	Supplied now	or will be by 11/08/2019
TC 5 - PLI	Yes		
TC 6 - RA	Yes		
TC 7 - HSE Certificate	Yes / NA		
TC 8 - Food Hygiene Certificate	Yes / NA		
Generator	Yes / NA		
Special Requirements	Yes / NA		
Music intended see T&C 16	Yes / NA		

Section 3 Payment Information.

Please refer to Terms and Conditions 19. If your payment is not received by 11th August 2019 your pitch will be forfeited.

Method of Payment	Yes/No	Date actioned
Bank Transfer		
Cheque		

Section 4 Acceptance.

By signing this form I accept in full all the terms and conditions.

Signed	Date

Please return this form by email or post to the address below. If posted, please confirm by email the date it was sent.

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1. The 2019 show will be held on Saturday 14th September in Pinner Memorial Park, Chapel Lane, Pinner, HA5 1BA, and will be open to the public from 11:30 to 17:00.
2. Pitches are arranged in "Lanes". Pitches are 4 metres square and are back to back. There is a "Lane" about 3 metres wide between face to face pitches.
3. There will be a charge of £30.00 per pitch for commercial enterprises and £15.00 per pitch for registered charities and non-profit organisations.
4. We only supply the pitch. If you need a gazebo, tables, chairs, a generator etc. you must bring your own.
5. You must hold Public Liability Insurance (PLI) to the value of not less than £5 million for the show day. The Insurance Certificate must be provided with the application form, or received no later than 11th August 2019. Failure to do so will cause the application to be rejected. It must be displayed during the Show.
6. You must provide a Risk Assessment (RA). A template is included below and is also available on our web site www.pinnerrotary.org.uk for download if it requires to be expanded. The Risk Assessment must be provided with the application form, or received no later than 11th August 2019. Failure to do so will cause the application to be rejected. It must be displayed during the Show.
7. If your stall requires an HSE Certificate it must be provided with the application form, or received no later than 11th August 2019. Failure to do so will cause the application to be rejected. It must be displayed during the Show.
8. If your stall provides food you require a Food Hygiene Certificate. The Certificate must be provided with the application form, or received no later than 11th August 2019. Failure to do so will cause the application to be rejected. It must be displayed during the Show.
9. If you plan to bring a generator, please make this clear on the application form. Generators must be clean, silenced and comply with relevant local authority bye-laws and regulations and include a mandatory RCD.
10. If your stall has any special requirements these must be specified and attached to your application form.
11. The following items are not allowed to be sold or given as prizes:
All animals, including goldfish.
Silly String, or any similar products that create a mess.
12. Set-up time is from 08:00 to 11:00.
Take-down starts at 17:15 to allow the public to leave the park but the public must be clear of your pitch before you can start.

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13. Vehicle movement is allowed on the site only at these times.
For Set-up, 08:00 to 11:00.
For Take-down, 17:30 to 19:00.
No vehicle movement is allowed outside these times.
All vehicle traffic is under the control of Stewards, whose directions must be complied with.
14. When driving in the park your speed must be restricted to a maximum of 5 mph and your hazard warning lights must be on until the vehicle is parked or has left the Park.
15. Vehicles may be parked on site but only in the designated areas which are on either side of the park, and as directed by, and with the agreement of Stewards.
16. No pitch can play music or use an amplifier without the written permission of the organisers.
17. You are responsible for the removal of any rubbish on your pitch or within 1 meter of it. Please take your rubbish away with you after the event.
18. Please return the application form, risk assessment and other documents by email or post to The Rotary Club of Pinner at the address below; to be received before the closing date of 11th August 2019. If this deadline is not met the application will be rejected.
19. Payment may be by transfer, our preferred option, to The Rotary Club of Pinner, Barclays Bank; Sort Code 20-73-53, Account Number 50767239. If you pay this way, please email villageshow@pinnerrotary.org.uk to notify us of the date and amount of the transfer. You can also pay by cheque, payable to The Rotary Club of Pinner. Payment must be received before the closing date of 11th August 2019. If this deadline is not met the application will be rejected.
20. Confirmation of your booking will be by email after we have received your application form and full pitch payment.
21. The Rotary Club of Pinner reserve the right to reject any application which they feel is unsuitable or not in keeping with the "Village Show" theme. Rejected applicants will be notified by email or by post as soon as possible.
22. Any decision of the organisers, The Rotary Club of Pinner, is final.

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Stall Holder Risk Assessment

Harrow Council requires the Rotary Club of Pinner to have a Risk Register for the Village Show.

A Risk Assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and ranking those risks. This is then used to identify what controls are needed to manage or reduce that risk.

If you have your own Risk Appraisal please supply a copy.
Otherwise please use the example template shown to create one.

Risk Ranking: Likelihood x Severity = Risk (High, Medium, Low)

The table on the right ranks the risks.

Medium and High Risks require further controls in place to bring the level to low.

	Severity		
Likelihood	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	Medium
High	Medium	Medium	High

An Example relating to trip hazards caused by guy ropes is given in the table on the next page. It is likely that you will identify other risks, depending on the type and nature of your pitch. If you do identify other risks please copy the table to add the new risk areas. You must also show if the risk is low, medium or high.

Please date sign and number each page as shown.

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THIS PAGE IS PURELY AN EXAMPLE OF A RISK ASSESSMENT. YOU MUST COMPLETE AND SEND YOUR OWN. PLEASE SEE NEXT PAGE FOR A BLANK TEMPLATE. IF THIS EXAMPLE IS APPROPRIATE TO YOUR ORGANISATION THEN PLEASE COPY IT INTO THE BLANK TEMPLATE. SUBMITTING THIS PAGE DOES NOT MEAN YOU HAVE SUBMITTED A RISK ASSESSMENT!

IF YOUR ASSESSMENT IS ON MORE THAN ONE PAGE, EACH PAGE MUST BE NUMBERED. DO NOT FORGET TO DATE & SIGN YOUR COMPLETED ASSESSMENT.

Area specific Stall and Stall Holders								
Task/ Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <u>Always</u> if Risk is Medium or High	Residual Risk	Who to Action	Completion Date
Stall Layout	Trip and fall hazards caused by guy ropes etc.	Stall Holders and Public.	The stalls are used frequently by their owners at similar events – self managing. Guy Ropes flagged Stewards will point out obvious problems.	Low				

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Date of Assessment	
Carried Out by	
Signed	
Page number of	
Number of pages	