

**CHARITY - COMMUNITY GROUP ENTRY FORM
(Trading Saturday 14th and Sunday 15th)**

Contact Name :	Address :
Telephone :	Postcode :
Email :	
Name of Group :	
Charity or CIC Number :	
Description of Pitch use: (e.g. Tombola, Bric-a-brac, Sweet Stall)	

Charity - Community Group Pitches are sized at 3m x 3m with space for a vehicle (max 3m) behind most pitches. This vehicle space is a "Non-trading" area. No vehicle movement allowed on site between 9:45am and 5:15pm. Space is allocated on a "first come first served" basis if you have any special requirements we will try to accommodate your needs but there may be additional costs. Please give us as much information as possible.

Each group is allowed one "special rate" pitch, cost **£25** for the weekend, additional pitches within the link road area are charged at **£40** for the weekend. Main Site pitches are charged at the normal trade rates.

Quantity	Type	Cost	Total
	Special Rate	£25	£
	Additional Pitches	£40	£
	Main Site Pitches	£90	£
		Total	£

PLEASE EMAIL YOUR COMPLETED APPLICATION TO STALLS@BCBF.COM

Once we have received your completed application, proof of insurance and any addition documentation requested we will contact you to confirm your booking and provide you with payment information.

Black Country Boating Festival

Documentation Requirements and Trading Restrictions

Insurance

A copy of your Public Liability Insurance schedule showing cover of at least £1million is required. We understand that your insurance may expire prior to the festival but please supply your current schedule. We will need a copy of the renewed schedule prior to the Festival.

Risk Assessment

Kindly supply a copy of your risk assessment covering the setup, operation and take down of your stall.

Food Hygiene Certificates

If you handle food items on your stall e.g. cakes, pick and mix sweets etc. we require a copy of your food hygiene certificates.

Trading Restrictions

To be fair to all traders and concession holders we limit the number of traders selling similar products. Pitches are allocated on a 'first come first served' basis.

The sale of or giving as prizes of alcohol, live animals and age restricted items is strictly prohibited.

The Fine Print

Information provided will be stored in accordance with the General Data Protection Regulation (GDPR) for management of the event and promotion of future events.

Requests for data review or mailing list removal should be made to the address below.

Black Country Boating Festivals Ltd assumes no responsibility or liability for any item left on site.

Entry is subject to BCBF Terms and Conditions available on request.

