

Heeley Festival

22nd June 2013



Heeley Development Trust

info@heeleydevtrust.com

www.heeleydevtrust.com

www.heeleyonline.org

twitter: @heeleydevtrust

0114 2500613

Ash Tree Yard

62-68 Thirlwell Rd

Heeley

Sheffield

S8 9TF

Dear Sir/Madam,

If you would like to book a stall/pitch at the 2013 Heeley Festival, please complete the form below and return it no later than **Friday 31st May 2013** to **Heeley Entertainment & Activities Team** at the above address. The Festival will start at 12pm and finish at 5pm. Stallholders need to arrive on site between 8.30am-11am and for health and safety reasons are asked to remain on site until 5pm.

Stalls/pitches are available across the Festival site, including Heeley Millennium Park, Heeley City Farm and Anns Grove School and **ALL** stalls must be booked using the form overleaf.

Payment can be made either by cash or cheque. Please make cheques payable to **Heeley Entertainment & Activities Team**. Cash payments can be made in person or sent through the post to the above address. Office opening hours are generally 9am to 5pm, Monday to Friday. Please obtain a receipt as your proof of payment. All information regarding the Festival will be available at www.heeleyonline.org

Stallholders are reminded that they must provide their own tables/chairs and gazebos.

Pricing Policy for stalls/pitches at Heeley Festival 2013 as follows:

Car Boot (Anns Grove School PTA)	£7.00
Community & voluntary groups	£10.00
Arts, crafts, gifts & clothes	£25.00
Hot/cold drinks, cold food	£40.00
Commercial, hot food (per stall/item/van or ride)	£75.00

The price above for the Car Boot Sale applies to pitches booked in advance. Available pitches on the day will be charged at £10 per car. Due to limited capacity we strongly advise you check availability beforehand.

(NB: Allocated pitch size is approx 3.6 x 4m. Car boot sale space is the width of a standard car. If you expect to exceed this then it is important that you contact HDT on the above number as larger pitches could be available, at extra cost. Signing the booking form overleaf indicates your acceptance of this size allocation)

Important Information:

All income from the hire of a stall or pitch is used to pay for the running costs of the Heeley Festival. Stall booking fees are non-refundable. We will be unable to confirm your stall until full payment is received. We will contact you closer to the Festival date to confirm your stall location and access routes. Vehicles will have to be moved off site prior to the start of the Festival but stallholders will be provided with details of available car parking on the day.

HEELEY FESTIVAL STALLS/PITCH BOOKING FORM (to be returned)

Group/organisation name if applicable:.....

Type of stall:

Car Boot Community Crafts Farmers Market Commercial

Contact Name	
Address	
Telephone/mobile	
Email	

Please write a brief description of your stall including: Do you intend to sell hot and/or cold drinks?
 • What you will be selling or promoting Yes No
 • What you will be bringing (e.g. table, small gazebo etc)

- Food/refreshment stalls require a valid **Food Hygiene Certificate**
 - Commercial i.e. Slides/roundabouts etc require **Third Party Insurance**

Please submit a copy of these with your booking form

Stallholders/exhibitors must ensure that all goods sold are legal, non-counterfeit and do not contain explosive materials. No live animals or fish can be sold or given as prizes in competitions or tombolas etc.

For more information re pitch size/location, please contact Bev Nunn on **0114 250 0613**

Declaration

I understand the above booking conditions and will comply with them at the Festival

Signed	Date
Print Name	

Please return this form to H.E.A.T, c/o Ash Tree Yard, 62-68 Thirlwell Road, Heeley, S8 9TF or email it to events@heeleydevtrust.com