

Bishop's Waltham Rotary Club

**Bishop's Waltham Family Fun Day
Saturday, 14th June, 2025**
at
**Hoe Road Recreation Ground, Hoe Road,
Bishop's Waltham, SO32 1DU**



Booking Form for Stand/Site

Please provide the following information:-

Invoice number.....

Name of Business/Organisation: ____

Contact Name: __ **Phone Number:** ____

Email:

Mailing Address: ____

____ **Post Code:** ____

Stand width required, in multiples of 5m: Pavilion and front grounds please

(Stand Size All stand/spaces are 5m wide, most deep enough for one vehicle behind)

£30 per 5m stand space (plus £10 per additional 5m width) unless Reg Charity then £20

Stand Description/Purpose: ____

What are you selling/displaying ____

If Charity, number _____ **Name**

- Stand-holders must provide their own power, lighting and water resources
- Trailing cables/wires/leads/hoses are not permitted. **However**.....
- one attending vehicles may be parked (behind) your stand (subject to space available there is space elsewhere within the ground
Stand-holders should take away all rubbish/litter in the plastic bags provided.

Any Additional Requirements

TIMETABLE:

Set up from 9am to 12noon latest Motorcade leaves 12noon from assembly area (off site) and arrives at Show Ground approx.
12.15pm Showground opens 12.30 pm to 5pm

Please make your payment via bank transfer, send to sort code: 30 96 26, Account: 21691768 please Use your stall name as reference and confirm to the address below enclosing your payment to the 'Rotary Club of Bishop's Waltham'

Return to

pete.yeoman@bishopswalthamrotary.org.uk

or send to __Carnival, The Laurels,

Winters Road, Shirrell Heath SO32 2JT

Please SignLilian Wills.....

See the attached Appendix re: the T&Cs of the Licence for the BW Family Fun Day, as granted by the BW Parish Council to the BW Rotary Club. Your signature indicates your acceptance of and compliance with, the terms of the licence. Thank you

Appendix

Please find below, an abridged version of the mandatory provisions of the Licence granted to the.....

Rotary Club of Bishop's Waltham for the conduct of the Bishop's Waltham Event and Show.

NB: various paragraphs have been deleted, as they are only applicable to the conduct of the licence between the Licensor and the Licensee but the paragraph referencing has been maintained for traceability purposes.

Event Date: Saturday 14th June, 2025

Licensor: Bishop's Waltham Parish Council

Licensee: Rotary Club of Bishop's Waltham

1. Intentionally blank.
2. Intentionally blank.
3. Intentionally blank.
4. Intentionally blank.
5. Intentionally blank.
6. All vehicles belonging to stall/stand holders and including any display vehicles will enter the **Hoe Road Ground** using the **Hamble Springs entrance**. Vehicles in the Motorcade will enter through the same entrance, but this will be closed for vehicles as soon as the procession is within the grounds.
7. Vehicles belonging to stall/stand holders etc to be either parked in a pre-allocated plot or at the rear of stands or to be removed from the grounds. **No parking will be permitted in the surrounding neighbour hood**. Stall/stand holders to be advised of this prior to the event. Private cars and light vans, if not taken off site by 12 noon, may be stored away from the main display area but within the Hoe Road recreation ground.
8. Parking will be permitted in a designated area for disabled vehicles.
9. The Licensee must ensure that the layout of the site allows safe operation of any rides or demonstrations etc and does not present any danger to the public attending the event and that the event is operated in an orderly and safe manner at all times.
10. The Licensee must ensure that all rides erected in the site have a Certificate of Safety issued by the Showman's Guild for Great Britain before being allowed to open and offer rides to the public. These Certificates should be made available to the Clerk before the opening of the Carnival and Family Fun Day and such Certificates should be displayed in a prominent place on each ride wherever rides are offered to the public.
11. Intentionally blank.
12. The Licensee is not to carry out any unlawful activities or unlawful gambling and is to observe all statutory and other provisions, bye laws and regulations for the time being in force and applicable to "Hoe Road Recreation Ground". The Licensee is also to comply with any statute, bye law, regulations and provisions currently in force concerning the sale or supply of food or refreshments (including alcohol).
13. **The Licensee is to bring the provisions of this Licence to the notice of every stall/stand holder permitted by the Licensee to occupy any part of the "Hoe Road Recreation Ground" during the period of this Licence.**
14. The Licensee is to ensure that every **stall/stand holder** and trader shall display a notice stating his/her name and address. The Licensee is not to permit separate licences to stall/stand holders allowing them to sublet. Booking records for all traders to be held and maintained by the Licensee and must be available on the day.
15. The Licensee is to keep the Recreation Ground in a neat and tidy condition and to ensure that each and every stall/stand holder or trader selling food or confectionery of any kind whatsoever shall provide sufficient litter baskets near his stall and empty those containers when necessary. The Licensor will arrange for a skip on site.

16. No animals, birds or fishes are to be offered or awarded as prizes under any circumstances.
17. The Licensee is to ensure that any electricity cables are soundly insulated and safely protected wherever a cable crosses a foot-path.
18. The Licensee to ensure that if there is a need to connect any power/gas/compressed air services such connections will be connected by qualified technicians.
19. The Licensee to ensure that all 'heavy' equipment such as such as burger van, childrens' rides is sited on the main arena area. The area adjacent to the pavilion will be reserved for the Fire Engine and the St John ambulance.
20. The Licensee is to take all reasonable precautions to prevent drunkenness or disorderly conduct and is to conduct the Carnival and Show in an orderly manner so as not to cause any annoyance or nuisance in the neighbourhood.
21. The Licensee shall at all times comply with any directions given by the District Council Head of Environmental Services regarding the level of noise generated by sound amplifying equipment, diesel generators or any other operations of the Carnival and Family Fun Day, and if so required by the District Council's Head of Environmental Services the Licensee shall immediately terminate any activity generating noise in contravention of the terms of the licence.
22. Intentionally blank.
23. Intentionally blank.
24. Intentionally blank.
25. The Licensee must conform to the Health and Safety at Work Act 1974 which places a legal responsibility on everyone working at the event to ensure that, whatever they do, they do not endanger themselves, employees or the general public.
26. Intentionally blank.
27. Intentionally blank
28. Intentionally blank
29. Intentionally blank

Signed:

Bishop's Waltham Rotary Club (The Licensee) Date

Signed:

Bishop's Waltham Parish Council (The Licensor)
Date.....

NB The signed master of this document is held by the Bishop's Waltham Parish Council (the Licensor) and the Rotary Club of Bishop's Waltham (the Licensee).