

KRA 12th Knaphill Village Show
Saturday 15th July 2023, 1 - 5pm
Booking Form

Please return as soon as possible, with payment to '**Knaphill Residents Association**':
 Knaphill Village Show, 7 Clinton Close, Knaphill, Woking GU21 2AL

Enquiries: stalls@knaphill.org

PLEASE WRITE CLEARLY, PREFERABLY IN CAPITALS, WITH BLACK OR BLUE BIRO

KRA membership number:

Name of Organisation/Group/Company:			
Brief description of what the organisation does:			
Person(s) to contact:			
Contact Address:			
Postcode:			
Contact telephone number:			
Mobile no. for use during the event (if different from above):			
Email:			
Website:			
Details of activity planned for the show*:			
If selling food please advise registered Local Authority:			
Pitch Required	3 x 3m	6 x 3m	Larger pitches by prior arrangement
Please indicate size (right) and stall type (below)			
Charity	£15	£25	£POA
Community	£25	£40	£POA
Business	£35	£50	£POA
Additional requirements for your pitch:			

Please remember to bring all required equipment, including tables & gazebos, with you on the day

Public Liability Certificate Copy Attached		DBS Copy(ies) Attached	
YES	NO	YES	NO

I have read, understood and will abide by, all of the Terms & Conditions (below)

KEY POINTS

STALL / FACILITIES

The standard 'pitch' is 3 x 3 metres.

All groups need to provide their **OWN** gazebo, table(s), chairs, display materials, etc for their space.

*ACTIVITY

You will need to have an activity or attraction - especially things of interest for families - and ideally something related to your club/organisation. Please advise your activity/attraction at time of booking as we may have to request you offer an alternative if something similar is already booked by another group.

STALL TYPES

Charity Stalls with a charity status.

Community: Stalls with a voluntary status.

Business: Stalls operated by an organisation for monetary gain (very small businesses, such as those operated from homes, may be eligible for community entry at our discretion).

Please ensure you read the information, terms and conditions below before sending in your application.

Information, Terms & Conditions

Payments

Please submit a cheque with the form, made payable to 'Knaphill Residents Association'.

We regret that **NO** refunds can be made.

If you wish to pay **online via bank transfer**, please email 'stalls@knaphill.org' before sending the form so we can give you the KRA Bank Account details for a bank transfer to be made.

We receive a large number of requests for pitches every year and only have so much space, so do please be certain that you will be able to attend. Your pitch is not confirmed until your payment has cleared in our account.

Event Date, Time & Location

The KRA Knaphill Village Show 2023 will take place at Mizens Railway, Barrs Lane, Knaphill, Woking, Surrey, GU21 2JW on Saturday 16th July 2023.

The main event is scheduled to open to the public at 1pm and close at 5pm. You will be able to set up from 10am.

Setting Up

Please ensure you make yourself known to the Stalls Coordinator (Ann Mason, M: 07910 655422) before you start unpacking. Stallholders will be able to gain access to site at 10.00am and must remove their vehicles from the main site at 12:30pm. You must not move your designated area or extend into passageways, thoroughfares or adjoining pitches. When setting up you must ensure no trip hazards are present for members of the public.

Parking for Stallholders

One parking space per stall will be allocated in the car park. Alternative parking is available in the centre of the village, and we would request that you make every effort to car share. Please advise if your vehicle is oversized or particularly low. All non-essential vehicles must be removed from the site before 12.30pm.

Pitch Location

Pitch sites will be allocated by the organisers and laid out on a site plan available on the day of the event. Every effort will be made to place each stallholder in a suitable location for their business. If you have particular requirements, for example, you need to be in a quieter area or anticipate generating a lot of excitement, noise or music, please advise us in advance on the form so we can ensure you are suitably located.

Preparation and sale of food

If you are serving or selling food you have prepared yourself, please provide information on which Local Authority you are registered with and your registered address. In the interests of public health, only registered stallholders will be allowed to serve and sell food.

Certificates

Please provide copies of all certificates **with your application**. If the dates on the certificates are due to lapse before the event, please ensure that up-to-date certificates are provided as soon as possible, and in any event well before the show date.

Public Liability: If you have your own public liability insurance, please ensure a photocopy of your certificate is enclosed with your application.

DBS checking (formerly CRB): All stallholders who have a child-centred activity must provide details of at least one person, in attendance at the stall at all times, who is Disclosure & Barring Service registered. This person(s) will be used as the point of contact on the day of the show.

Breaking Down / Packing up

For safety reasons, no vehicles will be permitted back onto the site until all visitors have departed. You are responsible for ensuring your area remains clean and clear of all litter on your departure. Please ensure that all refuse and recycling sacks are placed in the designated areas as you leave.

We look forward to seeing you on Saturday 15th July 2023