

FARMER PHIL'S FESTIVAL

Pitch Booking Form

Date: _____

Are You a *(Tick one)*:

Food Stall Other Trader Healer Workshop

Dear Stall Holder,

Thank you for your interest for having a stall at our festival. We have been working hard year on year to improve our sight and can boast some fantastic features.

- Permanent Underground Power Supply Cables.
- Fully drained Arena Field.
- Leveled Pitches.
- License for up to 3000 people in the main arena.

Please take the time to fill In this application and return it to us as soon as possible, so that we can make a decision and sort out all of the necessary arrangements.

Name of the Stall or Company		Contact name	
Telephone number		Mobile number	
Email Address			
Website Link (If available)			
Do you require Electric?		Roughly How much (Kw)?	
<p><u>Pitch Plan and Dimensions</u> Please draw a rough plan with clear dimensions. Please also Include all of the space that you require for vehicles, tents, camping and personal use. Please also state frontage and tent sizes (Use the reverse of this sheet or a fresh page if required:</p> <p><i>Stall Frontage and Dimensions:</i></p>			

Please be aware that there are restrictions for vehicle movements within the arena once the festival has been officially opened. You will be required to have turned up and set up your stall prior to 11am on the Friday morning and will be unable to move off site until Sunday Evening. Vehicle movements to re-stock can be arranged by talking to our event admin who will assign marshals.

The following checklist specifies all documentation that will be required prior to accessing your pitch. This is for safety and to prove we have made these checks In the event the authorities wish to inspect.

Some of these may not be required, please see the sub-notes or ask if you are unsure. Please check all documents are in date prior to submission.

Check

Sub-Notes

<input type="checkbox"/>	Personal License	- For sale of alcohol
<input type="checkbox"/>	Gas Safety Certification	- Where gas equipment is used for cooking
<input type="checkbox"/>	PAT testing	- Required for all who ask for electric supply
<input type="checkbox"/>	Fire Retardency Certification	- All tented structures for stall (not personal) use.
<input type="checkbox"/>	Risk Assessment	- May be part of the below docs.
<input type="checkbox"/>	H&S Policy Document	- If you have 5 employees or more.
<input type="checkbox"/>	Fire Risk assessment	- Required by all.
<input type="checkbox"/>	Fire Equipment service/check	- If not included above.
<input type="checkbox"/>	Food Hygiene Certificate	- For all food stalls/traders.
<input type="checkbox"/>	COSH assessments/sheets	- Where chemicals are stored.
<input type="checkbox"/>	Public Liability Insurance	- Required for all stalls
<input type="checkbox"/>	DBS Checks	- For those working In children's entertainment.
<input type="checkbox"/>	Task specific certification	- ie, working with tools, where special training is required.

It would be a great advantage if the above documents could be copied and submitted to us with your application however, we are aware it may still be early in the year for some people to have everything they need right now. If you can not produce all documents, then please keep us informed of your progress and send them to us as soon as possible.

Thank you for your cooperation, we will be contactable via the festival Facebook page, telephone line or email address should you need any further assistance. A confirmation email/letter is sent closer to the date of the event for all those who will be attending.

Best regards,

Farmer Phil's Festival

(Contact details are on our Webpage).