

Friends of Locke Park

Events application form

Please note a £10.00 non- refundable pre-payment is required for each event to retain a stall.

Please print and complete the form below, ensure each section is fully completed. Also attached are guidance and information notes for all stallholders please print and read prior to attending events.

The events can be applied for together or individually as required. If you wish to apply for a stall at all the events the £10.00 pre-payment must be included for each one. Once the form is complete please post to: **Events Team, 38 Sunnybank Drive, Cudworth, Barnsley. S72 8JG**
Telephone requests for stalls will no longer be accepted.

Event/s applying for: 2019/2020 (Please tick)

Christmas: Date: 8th December Easter Sunday: Date: 12th April

Classic Car: Date: 14th June August Gala: Date: 9th August

Information stall price: £10.00
Craft stall prices: £15.00 for Christmas and Easter
£25.00 for June and August
Game or food stall prices: £25.00 for Christmas and Easter
£45.00 for June and August

Cheques (preferred) payable to: Friends of Locke Park.

Bank transfer account: Friends of Locke Park, Sort Code 40-09-12 Account Number 02384922

Please include your personal or business name as a reference.

Personal details:

Full Name:

Address:

..... Post code:

Home telephone: Mobile:

E-mail:

Organisation details

Business Trader Individual Not for Profit Group Charity

Name of business/charity/group

Nature of Stall:

Gazebo size or area needed:

Please note a normal size area will be 4m x 4m. If you require an area larger than this then the original area price will be double.

I have attached a cheque made payable to Friends of Locke Park for £ / ...
OR I have made an online bank transfer to the FOLP account of £

Please attach a copy of the following documents:

Public liability and any other relevant insurance details: Attached

CPRS certificate for homemade cosmetic products: Attached Not applicable

Health & hygiene certificate for food or drinks to be served: Attached Not applicable

All stall holders MUST provide a copy of these certificates or your application will be refused.

Friends of Locke Park Events
Stall Holders Information Guide

Please print off and keep for your reference if you require answers to any question that is not available on this form please email our events team on events@friendsoflockepark.org.uk or **TEXT ONLY 079254 23657**.

Telephone requests will no longer be accepted. Please do not use the number previously given as a contact as David Allen is no longer available to book stalls.

Christmas and Easter events: stall holders to arrive through the open gated entrance on Park Road near the Café. Post code S70 1QJ.

June and August events: stall holders to arrive through the *gated* entrance on Keresforth Hall Road. Post code S70 6NL.

1. All stall holders are to arrive and sign in at the check in point. You will be given a pitch number. A member of FOLP will guide you to your pitch if needed.
2. All stalls need to be in place by 11am at the latest. The park gates will be open from 7am giving ample time to arrive. You do not necessarily need to be set up by this time however, as a group we have to consider the safety of the public who regularly use the park and others arriving to the events.
3. No vehicles are to be moved between 11am and 3pm with no exceptions other than emergency vehicles.
4. Only 1 car per pitch
5. Please be mindful of other park users and keep your speed to no more than 5MPH when entering the park - please use hazard lights if available.
6. We do not supply gazebos, tables or chairs.
7. Please be environmentally responsible by ensuring the area around your stall is tidy and clear of rubbish. Black sacks can be supplied if needed.
8. Stalls selling similar products will be spaced accordingly and we will aim to restrict this to 2 similar stalls per event.
9. Friends of Locke Park reserve the right to limit the numbers of charity and tombola stalls. Priority will be given to long standing stall holders.