**WORKSHOP & ACTIVITY BOOKING FORM**

**Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trading name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The event will be taking place in Mina Road Park and the stalls will be on the lawn.

Most stalls doing demonstrations/workshops/activities will not be charged, there will be some exceptions to this depending on whether you are working as an individual or as part of an organisation. Please do not hesitate to contact us if you have any queries regarding this.

Please indicate the area in length/width you will require. E.g. Pitch for one table is approximately 1x1.5m/ 3.3x5ft or 3x3m for a small gazebo (table and gazebo **NOT** provided)

Please indicate if you intend to charge a participation fee. Please provide information, including availability, times and anything else we will need to know:

Do you have any special requirements?

Describe the nature of your workshop, what are the aims and intentions?

Please attach some photos of your workshop or activity, as well as your social media handles (if you use them) as we may use them to promote your involvement in the event.

**Please note: The Centre reserves the right to sell all food & drinks during the event**

Do you have public liability insurance for your activity/workshop? Please circle:

Yes No

**If yes, please attach a copy of your certificate.** Please apply anyway even if you don’t have it, as this should not be a problem.

**Please tick this box if you do NOT want us to contact you about future stall opportunities**

|  |
| --- |
| **I HAVE READ THE BOOKING INFORMATION**    **Signature Date**  **Confirmation will be sent once your booking form is received.** |

The Picnic in the Park is a free event open to everyone in the community. The aim is to showcase the area and promote the activities which take place at the Community Centre and beyond. There will be a mixture of activities for children and adults, live music and a therapy/wellbeing area.

**Booking Information**

If you would like to book a stall space, please read the following notes and return the enclosed booking form with payment to the St Werburghs Centre office as soon as possible.

*Please note that we aim to select stalls to complement each other and suit the event, we reserve the right to turn down activities or stalls that feel inappropriate.*

**Stall Rates**

We want the event to be as affordable as possible for everyone. There are different rates for different kind of stalls and discounted rates for local artists and residents. We are happy to accept any additional donations from stallholders afterwards. Please contact us to confirm availability prior to sending in your payment.

**Notes for stallholders**

* Please arrive by 11am at the latest to set up (if it is a stall-based workshop). We will allocate you an area for your stall. Please speak to Isabel to find out where you are located on the day.
* Street parking is available in the area. There will not be any vehicle access to the park for stall holders.
* Please **bring your own tables**. We recommend bringing a gazebo/parasol as protection if there is light rain. Please ensure this are securely installed and will not be a hazard on a windy day. It is your responsibility to secure your gazebo, marquee on the day and carry out a suitable risk assessment for activities you offer.
* There will be a few food stalls in the park and there are cafés, shops, and restaurants on Mina Road.
* You will need to be at your stall/area at all times you have agreed to be there, or have someone suitable to supervise the workshop or any associated equipment..
* Please provide your own float and cleaning materials to sanitize your stall/ activity items.
* Please tell us if you have your own public liability insurance for your stall.
* We do not take any responsibility for theft or damage to your stall or belongings.

For further information please contact us by e-mail [events@stwerburghs.org.uk](mailto:events@stwerburghs.org.uk)

We will be in contact in the coming weeks to discuss further details about the day.