

# **BRUNSWICK FESTIVAL 2018** **STALL BOOKING REQUEST FORM**

**The Brunswick Festival – 37<sup>th</sup> Edition Saturday 18<sup>th</sup> & Sunday 19<sup>th</sup> August**



## **BRUNSWICK SQUARE PITCH FEES:**

Table pitch - fits 1 x regular 6ft paste table

£15 per day (charities/community groups)

£20 per day (non-commercial individuals – e.g. household bric-a-brac / hand made arts & crafts )

£50 per day (commercial business/shops/regular market traders)

Gazebo Pitch – fits 3m x 3m gazebo

£30 per day (charities/community groups)

£40 per day (non-commercial individuals - e.g. household bric-a-brac/ hand made arts & crafts )

£100 per day (commercial business/shops/ regular market traders)

Main Catering Area Pitch

£100 per day small scale caterer (3m x 3m gazebo – pre-prepared foods/small snacks)

£150 per day medium scale caterer (3m x 3m gazebo – cooking on site)

£200 per day large caterer (trailers, larger marquees up to 6m - cooking on site)

(Stall holders wishing to sell FOODSTUFFS MUST clear this with the organisers prior to booking. NO SALE OF ALCOHOL)

## **IMPORTANT! PLEASE NOTE:**

SENDING PAYMENT WITH THIS FORM CONSTITUTES A BOOKING REQUEST AND DOES NOT GUARANTEE THE BOOKING.

WE WILL LET YOU KNOW WITHIN 2 WEEKS OF RECEIVING YOUR PAYMENT AND COMPLETED BOOKING FORM IF WE CANNOT ACCOMMODATE YOUR REQUEST FOR A SPECIFIC DAY OR TYPE OF PITCH, AND WILL REFUND ANY BOOKING FEES IN FULL OR PART.

ALL PITCHES ARE PRE- ALLOCATED. CONFIRMATION OF YOUR PITCH POSITION AND REFERENCE NUMBER WILL BE SENT OUT THE WEEK BEFORE THE EVENT – PLEASE BE PATIENT WE HAVE A LOT OF FORMS TO DEAL WITH.

GAZEBO SPACES ARE LIMITED TO A MAXIMUM OF 30 AND WILL BE ALLOCATED ON A FIRST COME, FIRST SERVE BASIS.

DUE TO THE OVERWHELMING POPULARITY OF THIS EVENT AND THE INCREASING NUMBERS OF PEOPLE WANTING TO TAKE PART, ALL STALL SPACES MUST BE PRE-BOOKED. WE DO NOT ALLOW PEOPLE TO TURN UP AND PAY ON THE DAY.

PRIORITY WILL BE GIVEN TO LOCAL RESIDENTS AND CHARITIES OR COMMUNITY GROUPS. BOOKINGS FROM COMMERCIAL TRADERS WILL ONLY BE CONSIDERED FROM 15TH JUNE ONWARDS.

THE ORGANISERS RESERVE THE RIGHT TO CHARGE THE COMMERCIAL RATE TO ANY STALL HOLDERS WHO BOOK AT CHARITY/NON COMMERCIAL RATES WHO THEY DEEM TO BE COMMERCIAL TRADERS ON THE DAY.

UNLESS SPECIFICALLY AGREED IN ADVANCE WITH THE ORGANISERS, THERE IS ABSOLUTELY NO VEHICLE ACCESS OR PARKING ON SITE. ALL STALL HOLDERS MUST ENTER VIA THE PEDESTRIAN GATEWAYS.

SEE THE FOLLOWING LINK FOR PUBLIC PARKING INFORMATION:

[HTTP://WWW.BRIGHTON-HOVE.GOV.UK/CONTENT/PARKING-AND-TRAVEL/PARKING/CAR-PARKS](http://www.brighton-hove.gov.uk/content/parking-and-travel/parking/car-parks)

STALL HOLDERS WITH DISABLED ACCESS NEEDS PLEASE CONTACT THE ORGANISERS IN ADVANCE TO MAKE ARRANGEMENTS.

THE FESTIVAL ACTIVITIES AND STAGE ENTERTAINMENT PROGRAMME ARE SCHEDULED TO RUN BETWEEN 12.00PM AND 7PM. STALL HOLDERS WILL BE ABLE TO SET UP THEIR STALLS FROM 10.00AM ONWARDS, BUT NOT BEFORE THIS TIME.

STALL HOLDERS NEED TO PROVIDE THEIR OWN GAZEBOS, TABLES, CHAIRS ETC.

THERE WILL BE NO REFUND SHOULD THE FESTIVAL BE CANCELLED DUE TO INCLEMENT WEATHER.

PLEASE NOTE: BRUNSWICK SQUARE IS A DOG FREE ZONE, SO WE REQUEST THAT YOU DO NOT BRING YOUR DOGS TO THE FESTIVAL. THANK YOU FOR YOUR COOPERATION.

**RURAL DAY STALLS** – if you would like to be considered for a stall on Sunday 12<sup>th</sup> August in St. Anne's Well Gardens (charity , arts & crafts, green awareness, eco-friendly, rural themed stalls, home bakes, fruit & veg etc. ) please contact us before sending your application.

RURAL DAY PITCH FEES (3mx3m gazebo sized space)

£10.00 charity

£15.00 individuals/crafts

£20.00 small local business

£POA larger commercial stalls / food concessions

If you wish to book a pitch, please complete the form below and return by 10<sup>th</sup> August.

Please include an S.A.E. if you require confirmation of your booking by post.

Contact: Veronica Stephens – Festival Coordinator Email: [brunswickfestival@hotmail.com](mailto:brunswickfestival@hotmail.com)

Check our website for programme updates and information on stall availability

[www.brunswickfestival.org.uk](http://www.brunswickfestival.org.uk)

# BRUNSWICK Festival 2018 – stall booking form

Name/Organisation:

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Address:

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Post Code:.....

Telephone: ..... Email: .....

Type of Goods:

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Cheques payable to: Brunswick Festival Group, 37b Brunswick Place, Hove BN3 1ND

Paypal : [brunswickfestival@hotmail.com](mailto:brunswickfestival@hotmail.com) - all paypal fees must be paid by the booker, please send payment as a gift. I enclose cash/cheque for:

Charity/ Community Group Table

£15.00 one day Sat  Sun

£30.00 both days

Charity / Community Group Gazebo

£30.00 one day Sat  Sun

£60.00 both days

Non- Commercial individual Table

£20.00 one day Sat  Sun

£40.00 both days

Non- Commercial individual Gazebo

£40.00 one day Sat  Sun

£80.00 both days

Commercial /Market Trader Table

£50.00 one day Sat  Sun

£100.00 both days

Commercial /Market Trader Gazebo

£100.00 one day Sat  Sun

£200.00 both days

Main Catering Area SMALL

£100.00 one day Sat  Sun

£200.00 both days

Main Catering Area MEDIUM

£150.00 one day Sat  Sun

£300.00 both days

Main Catering Area LARGE

£200.00 one day Sat  Sun

£400.00 both days

Rural Day (12<sup>th</sup> August)

£10.00 charity

£15.00 individuals/crafts

£20.00 small local business

£POA commercial / Market Traders