



PITCH BOOKING FORM 2018

Organisation: _____
Contact Name: _____
Contact Address: _____

Post Code: _____
Tel. No: _____
Email Address: _____
Signature: _____

COSTS: **Charity** **£15**

 Non Charity **£20**

Brief description of use of pitch (please if other than a regular tabletop):

I, the undersigned, understand that the organizers of the Penge Festival have the right to refuse any entry or booking, and can impose special conditions. I understand that I am solely responsible for any loss or damage to property (including ground damage) or any injury caused to the public and our volunteers during the Fête within the confines of my pitch, and that I understand and will conform with the booking requirements as set out on the attached Pitch Booking Notes.

Signed: _____

Block Capitals: _____

Please forward pitch forms to pengefestival@outlook.com We will confirm within 3 days.

Please make payment by Bank Transfer to: **Penge Festival Account No: 60282286 Sort Code: 20-18-93**

Or cheques payable to Penge Festival and forwarded to:
Trevor Bance, Treasurer, Penge Festival, c/o 17 Pawleyne Close, Penge, London
SE20 8JH.

PITCH BOOKING NOTES

- 1) Permission needs to be obtained for the sale of hot food. Any pitch-holder selling food and/or drinks is required to attach a copy of a valid Food Hygiene Certificate to their completed Pitch

Booking Form.

- 2) Limited cake sellers will be permitted on a first paid up pitch booking.
- 3) Pitch bookings will only be confirmed on receipt of a signed form with full payment.
- 4) All pitches and tables are to be set up by 11.00 a.m. No vehicles are to be moved across the field after this time and before 5.00 p.m.
- 5) In fairness to others please note that only one gazebo and one vehicle will be allowed per single pitch.
- 6) Any pitch-holder needing to erect goal posts or flag poles, or other irregular pitches, must advise us in advance of the Fête so that proper safety precautions and positioning arrangements can be made.
- 7) If you have a query or need to contact a Committee Member, please do so via the Event Manager's Tent. The disc jockey will also put out a call over the PA system if required.
- 8) To ensure that we comply with Health and Safety rules and those of our Insurers, please note the following compulsory rules:
 - All pitches and tables are to be set up by 11.00 a.m. No vehicles are to be moved after this time and before 5.00 p.m without permission. Only emergency services' vehicles will be permitted to enter or exit the playing field between these times.
 - Entry to the field will be at 9.00 a.m. at the very earliest.
 - Please note that we are using a public playing field, and vehicles must not be driven across the field. Please follow a steward to your pitch and park behind it by 11 a.m. at the latest.
 - Please be advised that the Fête closes at 5.00 p.m. and that the field must be cleared by 6.00p.m.
 - Please ensure you bring copies of your own Public Liability and Food Safety certificates if relevant.

Penge Festival Committee