



EPSOM & EWELL BOROUGH FAMILY FUN DAY – PITCH BOOKING

www.epsomfunday.net

ORGANISED BY THE ROTARY CLUBS OF EPSOM & EWELL— 18 SEPTEMBER 2016

HOOK ROAD ARENA, HOOK ROAD, EPSOM, SURREY KT19 8QG

Reply to:

Margaret Martin

14 Ellington Way,

Epsom, Surrey KT18 5TA

Email: pitch@epsomfunday.net

The Borough Family Fun Day is established on the calendar as a well-attended community event, where local charities, community groups and businesses come together. We invite you to book a pitch on Sunday 18th September 2016 at Hook Road Arena, where we will have multiple arenas with many free presentations and attractions for the whole family. The emphasis of this charity event is to provide a low cost day of entertainment, with family fun and games for children. In 2015 we had 141 pitches, with about 10,000 people attending.

Charities, community groups and local businesses will be able to raise funds and awareness and be able to promote themselves, while providing a fun time for all attending. **It is clear that pitch holders are more successful if they run one or two safe and inventive low cost games for children in conjunction with their promotion/sales.** Our feedback from past years confirms that the community very much enjoy the games run by pitch holders and they attract attention to pitches.

Our booking form below gives you the option of having a free entry on our event web site as a pitch holder so as to advertise your presence on the day, with an option to link to your own web site. Our web site is very successful, receiving thousands of hits, as the event draws nearer.

On the day of the event pitch holders will be able to arrive at any time after 7.30am to start setting up, to be completed by 11.00am, in readiness for opening to the general public at 11.30am. After receipt of your completed booking form, payment and necessary documentation and in good time prior to the event, we will send some further notes and information, which must be adhered to. On arrival at the event, each pitch holder will be issued with two free programmes/admission tickets. Any additional helpers will need to buy a programme/admission ticket available in advance from advertised local outlets on our web site, at £2 in advance, or £4 on the day. One car will be permitted to park on your pitch for the duration of the event, for those setting up. Additional parking for those setting up will be available in a designated car park area at no charge.

Booking a Pitch

To book a pitch simply complete the booking form at the end of this document and return by post to the address as above, with your booking fee (cheques payable to 'Epsom and Ewell Fun Day'). Early booking is essential to avoid disappointment. Any surplus proceeds of the event go to our Rotary Club charities.

Rotary Club of Epsom Trust Fund is a registered charity in England and Wales (272913)

Rotary Club of Ewell Trust Fund is a registered charity in England and Wales (1034669)

Pitch Charges

Charities	Commercial Organisations
£30 - includes 2 passes For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max)	From £60 - includes 2 passes For each standard pitch (4.572m x 9.144m) (15ft x 30ft deep max)

Notes

- You must sign the pitch booking form to confirm that you and all those on your pitch will conform to all Health & Safety, licensing, environmental regulations and any requirements that the event organisers may hereafter issue and that **you carry the necessary public liability insurance (minimum £2 million, subject to our insurers requirements being the same as in 2015), which will be valid on 18th September 2016.**
- For Commercial organisations 'Best of Epsom' are running a 'Market Street' with a smaller pitch size of 3 metres by 9 metres, Pitch charges is £35. Contact is Dawn Ward 01737 350 079 dawn.ward@thebestof.co.uk, there will only be 44 pitches available, therefore you will need to contact Dawn as soon as possible.
- You must supply your own tents and gazebos etc. that must be securely staked in the ground with suitable pegs, e.g. in case of gusts of wind. These must not be a trip hazard.
- All pitches must comply with normal environmental health requirements.
- Epsom and Ewell Borough Council and Epsom and Ewell Rotary Clubs cannot accept liability for any incident concerning your pitch.
- You must have all necessary insurance **including public liability**, a copy of which must be forwarded to:- **Margaret Martin, 14 Ellington Way, Epsom, Surrey KT18 5TA (or via email to pitch@epsomfunday.net) and valid on 18th September 2016. Unless we see this copy, we will be unable to allow you to take part.**
- If for any reason beyond the control of the organisers the Family Fun Day has to be cancelled, no refunds will be paid.
- Please ensure that all those attending on your pitch have the right qualifications in the provision of the service being offered and your Public Liability Insurance has an Indemnity to Principal Clause and unless we hear to the contrary we will assume that all is complied with accordingly.
- The organisers reserve the right to refuse entry and to stop any activity on any pitch which they consider to be dangerous, unacceptable or not in keeping with a Family Fun Day.

Advertising in the Epsom & Ewell Borough Family Fun Day Programme

If you are interested in advertising in our programme/admission ticket and on the event web site, please see our separate advertising application form. Rates are £160 for a whole page, £80 for a half page and £40 for a quarter page. Artwork will either be the responsibility of the advertiser, or can be prepared by our designers for an additional fee, as detailed on our advertising form. **If not enclosed, advertising application forms are available from our web site, or from advertising@epsomfunday.net.**



**EPSOM AND EWELL BOROUGH FAMILY FUN DAY (www.epsomfunday.net)
 ORGANISED BY THE ROTARY CLUBS OF EPSOM & EWELL
 18th SEPTEMBER 2016, HOOK ROAD ARENA, EPSOM KT19 8QG
 PITCH BOOKING FORM**

Please return this pitch booking form and cheque to:

**Margaret Martin,
 14 Ellington Way,
 Epsom, Surrey KT18 5TA**

Email: pitch@epsomfunday.net

Organisation Name		
Contact Name		
Address		
	Postcode	
E-mail and web site An E-mail address is required for contact PLEASE WRITE CLEARLY	Email Address:	Web Site Address for web entry (see below):
Telephone number	Home	Mobile
No. standard pitches required at £30 (Charities)		£
No. standard pitches required at £60 (Commercial Organisations)		£
Total amount remitted. Cheque payable to 'Epsom and Ewell Fun Day'. Acknowledgments will only be sent via email to the address as above		£

Please tick this box if you would wish to have an entry in the event web site as a pitch holder, to advertise your presence at the event. We will use your Organisation Name as above and If you have provided a web site address we will endeavour to link to your web site and treat this as your authority so to do.

Type of pitch and activities/games being run. **THIS IS IMPORTANT AND MUST BE COMPLETED**

I confirm that I/we and any helpers running the pitch will conform to all health and safety, licensing and environmental regulations and any requirements that the event organisers may hereafter issue. I understand that it is a condition of our participation that we provide necessary evidence of public liability insurance cover valid on the date of the Family Fun Day.

Signed: _____ Date: _____

The Organisers retain the right to refuse a pitch booking or entry on site at the event without giving reasons

