



Fun day 2017

Broadclyst Fun Day Committee are now accepting applications for this year's Fun Day and family dog show, taking place on the Recreation ground, Broadclyst on **Saturday 24th June** between 11am and 5pm.

Who are we? Broadclyst Fun Day is an annual not-for-profit community event organised by Broadclyst Parish Council supported by the National Trust.

What do we do? The Fun Day offers community groups the opportunity to promote their work and attract new members, as well as benefitting from a share of the 'pot' into which takings from commercial pitch fees, dog show takings and raffle monies are paid.

We are looking for stall holders offering locally sourced food, crafts, clothing etc. as well as craft demonstrators. The Fun Day will run along its traditional format of kiddies races in the morning, some form of lunchtime entertainment, with the family dog show starting at 2pm. It will have a traditional Fete atmosphere, with the majority of stalls and competitions being run by the villagers and by volunteers. The Fete and it's exhibitors will be publicised via Social Media, Events websites, local news websites, and by local roadside and noticeboard advertising. The proceeds from this year's event will be divided between all participating not-for-profit community groups.

We hope all stallholders have a good day at the Fun Day; in order that everyone may enjoy a safe day out we ask that the following be observed:

Terms and conditions:

- To ensure fairness to all we reserve the right to decline a stall holder application should we already have accepted one from a similar stall holder
- Space allocations will be determined by the organisers.
- If you are selling food it is your responsibility to have a current and applicable food hygiene certificate
- It is all stall holders' responsibility to have the appropriate public liability insurance
- The organisers will not accept any liability for any loss of or damage to property or for the negligence of the stall holder
- **Electrics:** no electrical equipment will be permitted for use during the event unless it has been inspected by our electrician. He will ONLY be on site for a couple of hours first thing. Please advise in advance if this applies and arrive early; he may make a small charge for this.
- **Generators** must be enclosed within a safety barrier

- **Fire/emergency:** in the event of an emergency please follow stewards directions. If you are using a generator, fuel must be stored in approved containers and securely away from members of public.
- **Injury/ accident:** There is a first aid tent available for minor injuries.
- **Naked flames:** No fires or naked flames permitted during the event.
- **Wet weather:** despite a few close calls over the years we have never had to cancel due to the weather. The field soil is sandy and drains well and dries out quickly. The biggest hazzard is likely to be wind; please make sure you have plenty of pegs / guide ropes and weights if necessary for your gazebos.
- **Equipment:** unfortunately, we have no spare tables/chairs/gazebos etc. available on the day. Please do not remove tables/chairs from the pavilions as these are already allocated. Please do not presume that if you were fortunate enough to have borrowed something in previous years it will be waiting for you this year! You need to bring everything you will need for the day.

Vehicles: the recreation ground is also the football pitch and we ask that you drive on it considerately.

- site speed limit of 5mph at all times
- all vehicles to be off the field by 10:45am, not returning to field until after 4:30pm
- please follow stewards directions in the event of bad weather
- unrestricted parking is available nearby in Town End and Woodland Road, however please be courteous and don't block residents gates or driveways

Attached documents:

Food Hygiene Certificate	Yes / No
Public Liability Insurance	Yes / No
Risk Assessment	Yes / No

Event organisers contact details:

Postal address: Unit 7a, Phillip House, Honiton Road, Exeter EX1 3RU.

Contact numbers 01392 360269 or 07532 286713

Email: broadclystfunday@hotmail.co.uk

2017 Pitch Booking Form

Trade/club name	
Contact name	
Address inc. postcode	
Telephone Nos.	
Email	
Website/Facebook links	

Please tell us about your stall so we can avoid siting similar stalls next to each other.

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Pitch Fees and Payment details

Single pitch (approx. 5m x 5m)	£15.00	Y / N
Double pitch (approx. 10m x 5m)	£30.00	Y / N
Registered Charity pitch	£10.00	Charity number:
BACS transfer to Broadclyst Fun day	Sort code:	A/C No:

Please submit your Pitch Application Form, along with your BACS payment
no later than Friday 2nd June 2017

Unfortunately, we cannot refund pitch fees except under exceptional circumstances such as cancellation of the event. Should a stall holder fail to turn up on the day they will forfeit their fee. We cannot predict attendance but will publicise in the local media and online and take all reasonable steps to ensure the highest possible attendance at the event.