



**Earley Town Council  
Green Fair – Booking Form**

**Please be aware charges are as follows:-**

**Charitable Organisations/Groups = £5.00 per pitch (non-refundable)**

**Individuals/Commercial = £10.00 per pitch (non-refundable)**

**4ft x 2ft table hire = £4.00 each (Maximum of 2 per pitch subject to availability)**

**6ft x 2ft table hire = £6.00 each (Maximum of 2 per pitch subject to availability)**

PART 1 – Organisation/Company Details		
Name of Applicant:		
Name of Organisation/Company: (If applicable)		
Address:		
Postcode:		
Telephone No/s:	Office:	
	Mobile:	
Email Address:		
Registered Charity No: (If applicable)		
Part 2 – Public Liability Insurance		
<b>Please provide a copy of your Public Liability Insurance certificate. Should you have any questions about Public Liability, please contact us.</b>		
Public Liability Provider:		
Public Liability Ref No:		
Part 3 - Requirements		
No of pitches required: <b>(One pitch is 11ft x 11ft)</b>	..... Charitable	..... Commercial
No of tables required: <b>(2 per pitch only)</b>	..... 4ft	..... 6ft
Please give a brief description of what your stall will be selling/providing:		

I certify, that the information I have given is true and correct to the best of my knowledge.

I certify, that I have read, understood and will abide by the Terms & Conditions.

Signed: ..... Print Name: .....

Date: .....

**Payment to be made at time of booking by cheque (made payable to Earley Town Council), by card by contacting Tel: 0118 986 8995 or in cash by visiting the Council Offices**

Please return your completed form to: - [hallhire@earley-tc.gov.uk](mailto:hallhire@earley-tc.gov.uk) or by post/in person to  
Green Fair Bookings, Earley Town Council, Council Offices, Radstock House,  
Radstock Lane, Earley, Reading, RG6 5UL

**FOR OFFICE USE ONLY**

Date Booking Form/Payment Received	
Amount Paid	
Payment Method	
No of pitches required	
No of Tables required	
Confirmation Sent	
Pitch Number Allocated	
Further Instruction Letter Sent	