

**Earley Town Council  
Green Fair – Booking Form 2023**

**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)**

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| --- | --- | --- | --- |
| **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   Please provide a copy of your Public Liability Insurance certificate. Should you have any questions about Public Liability, please contact us.** | | | |
| Public Liability Provider: | |  | |
| Public Liability Ref No: | |  | |
| **Part 3 - Requirements** | | | |
| No of pitches required: **(One pitch is 11ft x 11ft)** | ………………. Charitable | | ……………. Commercial |
| No of tables required:  **(2 per pitch only)** | ………………. 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 |  |