**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)**

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| **PART 1 – Organisation/Company Details** |
| Name of Applicant: |  |
| Name of Organisation/Company:(If applicable) |  |
| Address: |  |
| 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, the information I have given is true and correct to the best of my knowledge.
I certify, that I have read and understood 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: -** **administration@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**The collection of personal data is required to process bookings, for more details please read our
Privacy Notices which can be found at [**www.earley-tc.gov.uk/council-documents/**](http://www.earley-tc.gov.uk/council-documents/)

**FOR OFFICE USE ONLY**

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| --- | --- |
| 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 |  |