



Once again the Fair is coming to Warlingham. As in previous years 2016 will be organised by the Fair Committee and volunteer helpers, and you or your organisation are invited to book a pitch. The Fair will take place on Blanchman's Farm Nature Reserve, Limpsfield Road, Warlingham, CR6 9LW, on Saturday 18 June, 11am - 4 pm). Should you want to join us a Booking Form is attached, giving details of pitch sizes and fees together with more information. Please return the completed form and fee payable to the address given. The Fair is non-profit-making and all proceeds (less expenses) are donated to local organisations, in particular those who contribute to the day. The aim of the event is to encourage community involvement in an enjoyable day out, introduce visitors to the Nature Reserve, and give local community groups the opportunity to raise their profiles, and/or generate funds for specific purposes. This year we are again offering tables in a Craft Marquee. For more information about these tables please contact Richard Gandy (07785538046 or e-mail Richard on r.gandy1@ntlworld.com).

BLANCHMAN'S FARM NATURE RESERVE

Blanchman's Farm Nature Reserve was developed on the site of a disused farm in 1991. The site is owned by Tandridge District Council, and four Trustees, supported by a small voluntary committee, manage the Reserve. This is a local community-led project and Committee members with other local volunteers carry out tasks such as clearing pathways, cutting back invading vegetation, and removing overhanging branches. Funds to carry out these tasks and maintain the site are boosted by income raised at the Fair by the Nature Reserve Committee stall and the barbecue.

Advertising in the Fair Programme

If you wish to place a display advertisement in the programme, please supply any artwork and fee to the contact address below as soon as possible. The fee for display advertising in the programme is:

£50	Full page	5" wide by 8" deep
£30	Half page	5" wide by 4" deep

For consumer protection purposes, a list of all pitches booked before publication of the Fair programme (beginning of May) appears in the Fair Programme and includes contact name, title of organisation, address and contact telephone number.

Insurance and Risk Assessment.

Holders of pitches are responsible for their own 3rd Party and Public Liability Insurance and carrying out any relevant risk assessment. Completion of the booking form confirms existence of adequate insurance and that a risk assessment has been carried out.

BOOKINGS CONTACT

Marion Jones, 5 Harrow Road, Warlingham, Surrey CR6 9EY.
Tel: 01883 626398, e.mail:mjones.warlingham@gmail.com

Booking of pitches may be made at any time before the Fair, subject to availability of space. All pitches are 10 metres (33') deep. We must stress that tables or chairs are not provided for pitch holders' use.

The booking fees for 2016 are the same as 2015 and are:

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| A. Commercial Pitches | Minimum width 4 metres (13') (£50) and include parking on site for 2 vehicles per 4 metres width booked. The fee for additional width will be £12 per metre.
Includes demonstrations &/or displays.
PLEASE INDICATE ON THE BOOKING FORM THE WIDTH OF PITCH REQUIRED <u>(TO ACCOMMODATE ALL EQUIPMENT, TABLES, GUY ROPES ETC).</u> Tables/chairs are not provided for pitch holders' use. |
| B. Charity <u>Sales</u> Stalls | Minimum width 4 metres (13') (£30) and include parking on site for 2 vehicles per 4 metres width booked. The fee for additional width requested will be £7 per metre booked. PLEASE INDICATE ON THE BOOKING FORM THE WIDTH OF PITCH REQUIRED <u>(TO ACCOMMODATE ALL EQUIPMENT, TABLES, GUY ROPES ETC).</u> Tables/chairs are not provided for pitch holders' use. |
| C. Charity - Displays & Demonstrations only | Pitches £15 for allocated space of 4 metres and include parking on site for 2 vehicles. Tables/chairs are not provided. |
| D. Craft Table | Please contact Richard Gandy (details overleaf) for information. |

There will be NO return of fees because of bad weather or other unforeseen circumstances. **Stallholders are to provide any equipment they may require, including tables, chairs and shelter. No electricity is available to stallholders and tables/chairs are not provided.**

To book a pitch

To secure a pitch at the Fair please complete and return the booking form enclosed, together with the appropriate fee, as soon as possible to the address given. **Pitch fees must be paid in advance - bookings are only confirmed if the fee is received at the time of booking.**

We regularly receive a large number of requests for bric-a-brac stalls and the Committee suggests that organisations intending to sell this type of goods consider other options. The Committee reserves the right to refuse any booking if there are too many similar or competing stalls, or if stalls are not within the true spirit of the Fair. An official raffle to raise funds for the upkeep of the site is organised by the Blanchmans Farm Management Committee.

NB: Parking: Two cars per 4 metres of pitch width can be accommodated on site. Please only park where directed by a steward.

WARLINGHAM FAIR

18th JUNE 2016

PITCH BOOKING FORM (please complete and return to the address below) - location of pitches is at the discretion of the Committee, but any preference can be noted on this form and we will endeavour to accommodate you,

*Title of Organisation: _____ Reg. Charity No. (if applicable) _____

Please indicate type of goods to be sold/displayed or your proposed activity:

*Name of Contact: _____

Address: _____

_____ Post Code _____ *Telephone: _____

E-Mail address (if applicable): _____

Preference for location of pitch(es)/other requests

**This information will be published in the Fair Programme for consumer protection purposes and to advertise activities of organisations attending the Fair. If you do not wish some of the details to appear, please contact Mrs Jones at the telephone number below.*

• Please circle type of pitch required (see letter) A B C Width _____metres

• Fee enclosed £_____ (Please make cheques payable to "Warlingham Fair")

*Fees: Type A - £50.00 for standard pitch + £12 per extra metre for Type A,
Type B - £30.00 for standard pitch + £7.00 per extra metre for Type B,
Type C - £15.00 for Type C (4 metres wide only for displays/demonstrations).*

• Will alcohol be provided as a prize? Yes / No

By signing this Booking Form I agree to the Terms and Conditions overleaf.

Signature: _____ Date _____

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Marion Jones, 5 Harrow Road, Warlingham, Surrey CR6 9EY.
tel: 01883 626398, e.mail:mjones.warlingham@gmail.com



18th June 2016

TERMS AND CONDITIONS

1. I confirm that I have adequate 3rd party & public liability insurance, have carried out any relevant risk assessment and indemnify the Warlingham Fair Committee in respect of all claims arising from any incidents at the pitch.
2. Pitches must remain manned and trading during the Fair open hours (11am to 4pm).
3. Stalls (including guy ropes), accompanying vehicles and equipment, must remain completely within the booked space and not encroach on neighbouring pitches.
4. Due to the restricted space and in the interests of safety of visitors to the Fair, no vehicle will be permitted to drive on the Fair field during the above open hours. In any emergency please contact a Steward or the Control caravan who will arrange to accompany your vehicle safely offsite.
5. Alcohol must not be sold except at the Fair's licensed stall and should not be received in any circumstance by those under 18 years of age. Please indicate on the Booking Form if your organisation intends to provide alcohol at the site as a prize.
6. Warlingham Fair Committee cannot be held responsible for loss or damage to personal property (eg monies, goods or vehicles belonging to stall-holders).
7. I understand that tables/chairs are not supplied.

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e.mail: mjones.warlingham@gmail.com