



February 2019

From: Commercial Manager
The Horbury Show
30 First Avenue
Horbury
Wakefield
WF4 6AL
Tel. 01924 274759

Dear Sir/Madam

**Application for Pitch / Unit for The Horbury Show – Sunday 30th June 2019
– 11.00 a.m. to 4.30 p.m.**

e-mail: phil.johnson@horburyshow.co.uk
web site: www.horburyshow.co.uk

The Horbury Show is run by the **Rotary Club of Horbury & Ossett Phoenix** (“We” / “us”) at Carr Lodge Park in the centre of Horbury and has been the major feature of the local events calendar for over 35 years. The Show has become one of the area’s largest Summer events – and entrance is **free to all** - with all the profits going to charitable causes supported by the Club’s associated Charity. We aim to organise the event as professionally as possible, being as fair as we can to all those who want to attend. We also have to comply with the requirements of Wakefield MDC, the Police and of our insurers - so all applicants must agree to the Show Terms.

Our 2019 charges are the same for the 4th consecutive Show and are calculated according to metre of frontage:

- Charity / public information services pitch - £7.50 per metre
- Trade pitch - £15.00 per metre
- Commercial attractions + pitches with greater depth than 4 metres - by negotiation

Please note: (1) the minimum pitch frontage is 4 metres - 13 feet. To ensure best use of space, a standard pitch on the above charges has a depth of no more than 4 metres + one vehicle. **(2)** Exclusive franchises will be in place - sales of food and drink / alcohol (Bar) / confectionery / ice cream / fairground attractions are restricted at the Show. Anyone wishing to sell any of these items / undertake activities must first contact the Commercial Manager before applying **(3)** A pitch fee is only refundable at our absolute discretion but in any event will not be refunded for non-attendance at the Show or cancellation within 14 days of the show **(4)** We do not provide tables, chairs, electricity, water or gazebos.

To book an area: Complete the application form below (or if pulling this from the website, please print off and complete) and send all the items set out below to **Commercial Manager, The Horbury Show, 30 First Avenue, Horbury, Wakefield, WF4 6AL.**

Please send: **(1)** the signed and completed **Application Form** **(2)** your signed **Data Consent Form** (see below and our separate downloadable form) **(3)** a **cheque / postal order** for the pitch fee payable to – **Rotary Club of Horbury & Ossett Phoenix** **(4)** a stamped addressed envelope. **Please ensure** you put **your email address** in the Application Form; When we receive the items listed, we will send a receipt, further details and directions to the Show.

Please ensure you read the document headed "Show Terms". All applications are subject to them. We have the right to refuse access to anyone who does not comply with them and to ask anyone who breaches them, to leave. In particular, because of conditions imposed by the Council, we must have evidence of insurance and receive completed risk assessments for rides and any activities. If not received, then we will refuse access or require that stallholders leave the park.

We can't accept e-mail applications as your payment must accompany your application and you must sign the application. Trade Space is always oversubscribed – so anyone who has not booked + pre-paid will not be allowed access.

Personal data / Data Privacy (individual names and contact details) – please see our **separate Data Consent form** and **Data Privacy statement** relating to our holding of personal data for the sole purpose of contacting you about the current Show and then getting in touch with you as to future Show - unless or until you tell us not to.

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Name of Applicant

[Business name (if any)

Address Post Code.....

Tel. No..... e.mail

Stall/Attraction Name

Description of Stall/Attraction (If a charity stall include name of Charity)

.....

Frontage required - Metres (**Minimum Pitch 4 Metres** - 13 feet, Depth 4 metres).....

I / we enclose cheque / postal order for £..... I / we confirm that I have read and accept the Show Terms and that I/we will, where required, provide details of insurance and of my / our risk assessment no later than **Friday 10th May 2019**

Signature of Applicant(s).....

SHOW TERMS applying to pitches at the Horbury Show (“the **Show**”) run by the Rotary Club of Horbury & Ossett Phoenix (“we” or “us”). Anyone applying for space at the Show (“you”) (1) **agrees to comply** with these terms (2) **confirms** that you fully comply with any other terms or regulations which apply to any activities you wish to undertake at the Show and (3) **agrees to indemnify** us against anything which may arise if you breach any of these terms or any regulations.

Your Pitch and the Show layout.

1. **Only pre-booked and pre-paid stalls are allowed.** We do not allow access to the Show (a) to anyone turning up on the day of the Show who has not pre-booked and pre-paid and/or (b) to anyone who has pre-booked but does not have or send us the required insurance/risk assessment /other documents
2. A standard pitch is 4 metre frontage with maximum depth of 4 metres + space for 1 vehicle (no larger than a medium size van). Larger pitches are available by negotiation. We have absolute discretion as to the layout of the Park, the Rings, the Pitches and the location of any stalls and activities at the Show.
3. Any application is for **space only** at a designated pitch or area. We do not provide stalls, tables, covers power or water – please ensure that you bring anything that you need. You have to take all equipment and all rubbish away with you when the Show closes.
4. Please see our application form as to **non-refund of fees on cancellation or non-attendance**

Access, Vehicles and speed limit.

5. There are **access and speed restrictions** in the Park. Please follow the Yellow traffic direction signs to the Park entrance for stall holders. This is the top entrance to the Park at the Sunroyd Hill / Dovecote Lane / Gagewell Lane intersection. You **should not** use Stannard Well Lane to get to this entrance. You will not be able to access any Pitch with a vehicle from any other Park entrance.
A speed limit of 5mph (walking pace) applies to all vehicles in the Park and vehicle movements in the show area are prohibited between 11.00 and 16.30
6. No vehicle wider than 2.75 Metres (9 foot) and no long vehicles or heavy goods vehicles e.g. articulated lorries / coaches will be able to get into the Park due to entrance restrictions.
7. To ensure adequate access and public safety, we may direct where vehicles must be parked which is not necessarily at a pitch. We may require vehicles to be moved after unloading or if we consider it/they could be an obstruction. Additional vehicles must be parked in designated areas only.

Restrictions on stall types and activities - Wakefield MDC (WMDC) also impose terms (see below)

8. We grant exclusivity in certain commercial areas – running a Bar; sales of food + drink; confectionery; ice cream and fairground attractions. We can require other stalls to stop selling items we think may compete. If the competing stall holder does not do so they may be asked to leave the Show.
9. We limit the number of tombola or similar stalls. You must not sell raffle, lottery or other tickets or hold a tombola / free prize draw without our prior agreement. **No cash / bucket collections / ticket sales are allowed anywhere in the Park and you cannot sell any items away from your designated Pitch.**
10. To ensure public safety, **you must not restrict or obstruct any walkways or anything we say is an access road.** You can only operate at your designated Pitch and then behind the front line of that Pitch.
11. We can require a stallholder to stop selling specific items or to cease particular activities if we believe these could be or a nuisance or annoyance to the public, other stallholders or Show participants or cause us to breach any of the terms imposed by WMDC or our insurers. This includes noise from generators or machinery. **No religious or political activities may take place.**

Requirements of ourselves and Wakefield MDC (WMDC) (who can change these at any time):

12. **If you / your activity should have insurance and / or a completed risk assessment** then you must provide evidence of insurance and / or risk assessment to us no later than **10th May**. If not supplied, then WMDC may refuse permission for the activity and we will in any event refuse entry to the Show.
13. All commercial activities must hold a current policy of insurance in respect of public liability or third party risks (including product liability if appropriate). **Evidence of insurance cover will be required and failure to supply this before the Show will result in our refusing entry to the Show.**
14. If you operate any ride, inflatable or machinery to which the public has access, you will be required to carry out, and to comply with, appropriate Risk assessments relating to your proposed activities. Evidence of this, any required permits/certificates and evidence of training of operatives, must be supplied before the Show **and** be available at the Show.
15. WMDC will not permit closed air supported structures (inflatables such as bouncy castles). All open-air supported structures are to be securely tied down. Insurance and risk assessments are required.
16. If you do anything requiring compliance with public health / hygiene (e.g. any type of food sales) then you must comply with all requirements and display all appropriate notices and valid certificates.
17. In addition to producing evidence of insurance and risk assessments etc at booking, you may be required to produce such evidence either to stewards at the Show or to WMDC employees / agents on the day. Failure to do so may result in you being told to leave the Show
18. You must notify us if you intend to bring any **generator** and follow our instructions as to siting and use. If it causes a nuisance or it could be a risk to anyone, then we can require you to stop using it/remove it.
19. All stall holders and other attraction owners **must remove all equipment** (whether damaged or not) **and all rubbish or refuse**, from Carr Lodge Park at the end of the Show and by 18.00 at the latest.
20. No-one may provide, sell, supply or offer as prizes any live animals (e.g. goldfish) under any circumstances nor sell or supply alcohol at to anyone at the Show. No-one is to offer or provide alcohol as prizes in raffles, tombolas or otherwise to anyone who is or could be under the age of 18.