**MARKET TRADERS STALLHOLDER CONFIRMATION**

Please complete this form and return to:

Swindon and Wiltshire Pride Stalls: 1 John Street, Swindon, Wiltshire SN1 1RT

or email: [swindonwiltshirepride.stall@gmail.com](mailto:swindonwiltshirepride.stall@gmail.com)

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| **CONTACT DETAILS** |
| Business Name: |
| Nature of Business: |
| Contact Name: |
| Address: |
| Email Address: |
| Phone Number: |
| Invoice Address (if different from above): |
|  |

Tick check box / delete for appropriate answer:

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| --- |
| **BOOKING INFORMATION** |
| Pitch Size 5m x 5m  3m x 3m  Please state otherwise |
| Have you included Payment? CHEQUE  BACS  Need Invoice |
| **AMOUNT ENCLOSED £** |
| **HEALTH AND SAFETY** |
| Will you be bringing a Generator on-site **Diesel only** YES  NO |
| Do you require an Electricity Supply? **£25 Fee** YES NO |
| Do you require access to your vehicle during the event? YES  NO  If yes, provide details of why? |
| Have you Included your Public Liability Insurance? YES  NO |
| Have you Included your Risk Assessment? YES  NO |
| Will you remain in the shopping Zone until Close? YES  NO |
| **Additional Information:** |
| **Due to our Health and Safety Policy, all stall holders are required to arrive between 07:30 and 10:00 and to leave after 18:00 unless you have agreed to stay until close within the Shopping Zone, leaving time will be after 22:30.** |

**Market traders will need to register with Swindon Borough Council, there is an additional fee of £37 which is payable to Swindon Borough Council.**

2019 Stall Prices

1. 5m x 5m pitch will be £180\* (Early booking discount; pitch will be £130 this must be booked before 1st May 2020 and complete fee paid);
2. 3m x 3m pitch will be £110\* (Early booking discount; pitch will be £90 must be booked before 1st May 2020 and complete fee paid)

Payment: Terms & Conditions

Cheque to be payable to ‘Swindon & Wiltshire Pride’ - please include business name on back of cheque

Payment via BACS transfer or Counter (Sort Code 40-43-41, Account No 11875442).

Please quote your Business or Charity Name if paying by BACS or Counter Payments. If you require an Invoice prior to payment, please send an email to the address above.

Refund policy:

If you wish to cancel you must advise the Stalls manager by 14th July 2020 to receive a full refund, please send email to [swindonwiltshirepride.stall@gmail.com](mailto:swindonwiltshirepride.stall@gmail.com)

Print Name:       Signature:       Date: