



Swallowfield Show 2017

August 27th and 28th

www.swallowfieldshow.co.uk

Craft Marquee Booking Form

Trade/Charity Name _____

Hirer's Name _____

Address _____

Post Code _____

E-Mail **REQUIRED** _____

Contact Telephone _____

Type of Craft _____

Please reserve quantity of _____ x 8 foot spaces @ £60 each for the 2 days – to include a 6 foot table

Electricity required - YES/NO @ £8

I would like a free 4 foot demonstration space YES/NO

TO BE COMPLETED SIGNED AND DATED

On behalf of the above named organisation I confirm that we will abide by the Swallowfield Horticultural Society's rules and regulations, and that our organisation will hold suitable third party insurance and any other relevant certification for the period of the Swallowfield Show 2017

Name	Signed	Date
Insurance Company	Policy Number	Amount of cover and expiry date

Payment of £_____ has been made by direct payment to Barclays Bank account 40875236 sort code 207103 (please use your trade name above as the reference) **OR** a cheque is enclosed for £_____ made payable to Swallowfield Horticultural Society

If paying by direct bank transfer, please email this form to tony.finch7@btinternet.com

If paying by cheque please send the form and your cheque to Margaret Finch, Farley Hill Place Gardens, Church Road, Farley Hill, Reading RG7 1TZ Tel: 0118 976 2544

For booking confirmation and car pass please send a SAE with this form

Terms and conditions

Fees will not be refunded under any circumstance

In the interest of safety please do not move vehicles between 09.30 and 17.30 on both days

Subletting of pitches is not allowed

Noisy generators are not permitted

All rubbish to be removed from the site

The Swallowfield Horticultural Society accepts no responsibility for loss or damage to persons or property whilst on the show ground

Attention is drawn to the Society's short form Manual printed on the next page which refers to the Swallowfield Show's Safety, Health and Environmental (SHE) system. This documentation, in conjunction with the Society's Manual fully describes the rules and regulations that apply all times you are on site. Please remember you are required to have adequate third party liability insurance and should provide your HS&E policies to the Society.

Short form Manual

Swallowfield Horticultural Society's Policy

The Swallowfield Horticultural Society's (SHS) SHE Management System provides a full statement of its policy for Health Safety and the Environment. Please read this short form précis in conjunction with the full system which is readily available on request and published on the Society's web site.

Everyone on the show site is expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, SHS's Policy and the requirements of the SHE Management System.

Insurance and HS&E Policies

The Society expects that all Traders and Sub Contractors will have adequate third party insurance and anticipates that all Traders and Sub-contractors will have carried out their own risk assessments leading to their own Health Safety and Environment Policy. Prior to the event, Traders and Sub Contractors will confirm that they have adequate insurance and are asked to provide details of their standards and approach to Health, Safety and the Environment.

How to Report an Incident

The Society has implemented procedures that cover major and minor incidents. Both procedures will be initiated by the Society's Safety Officer at the Showground Headquarters.

If you discover anything that you consider to be a danger to the Health or Safety of individuals or the Environment, please contact the Showground Headquarters immediately.

Fire

If you discover a fire, evacuate the local area and contact the Showground Headquarters immediately. The Showground Headquarters will be clearly marked

First Aid

If you require medical assistance, contact either the Show first aiders or the Showground Headquarters.

First aiders will be located in a prominent position.

Speed Limit

All vehicles must not exceed 10 mph whilst on the Showground or in the Car Park.

After 9.00 am all vehicles must not exceed 5mph on the Showground.

Vehicle Access and Parking

Please park your vehicle in the Car Park or in accordance with instructions which will be provided.

Emergency clearways between marquees and entertainment areas must be kept clear at all times.

Traders and Sub-contractors are asked to maintain the separation areas "adjacent to" or behind their pitches. This is required for emergency vehicle access.

Waste

Please remove all waste from the site before you leave.