

Rowlands Castle Village Fair Booking Form Saturday 5 July 2025

Note – due to overwhelming demand, the method of booking a pitch has altered, please read the instructions and terms & conditions carefully. All sections of this form must be completed fully. Do not send payment with this form

Forms will be assessed for suitability and, if your application is successful, you will be sent details of how to pay together with your reference number. We will also contact unsuccessful applicants to explain why they have been unsuccessful this year.

Contact Name:

Contact Address:

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Contact Telephone Number:

Email Address:

Name of Organisation/Craft Stall:

Description of intended use (This must be sufficient for us to risk assess your stall):

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If you are proposing to sell or otherwise provide foodstuff of any kind, please see overleaf.

Note: We cannot guarantee exclusivity of any activity or product to any stallholder.

COSTS

	QUANTITY	TOTAL £
Pitch on The Green £50
Table £8
Chair £2.50
Registered Charity/local non profit organisation? Deduct £10!		
TOTAL FEE		£

DO NOT SEND PAYMENT WITH THIS FORM – SEE ABOVE

INSURANCE

It is important, for your protection and the protection of others, that the activities and services offered at the RC Village Fair are adequately insured. Our insurers insist that we establish that anyone trading/renting a stall at the Village Fair has appropriate Public Liability Insurance for your activity/stall covering the date of the Village Fair.

We will require evidence of your insurance when you pay for your pitch fee in order for your booking to be confirmed. Thank you.

STALLHOLDERS SELLING/PROVIDING FOODSTUFFS OF ANY DESCRIPTION

Current Legislation means all providers of foodstuffs have to declare a list of common allergens found in their products. Stallholders MUST provide this information on packaging or on clearly displayed signs. The law identifies the following 14 allergens as the most potent and prevalent:

- Celery
- Cereals containing gluten eg wheat, barley, oats
- Crustaceans eg prawns, crabs, lobsters
- Eggs
- Fish
- Lupin
- Milk
- Molluscs eg mussels, oysters
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide (at a concentration of more than 10 parts per million)
- Tree nuts eg almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, macadamia

I agree to the Terms & Conditions set out in this form (please tick)

Signature: Date:

ADVERTISING AND/OR SUPPORT FOR THE VILLAGE FAIR

Would you like to advertise in the RC Village Fair Magazine?	YES/NO
Would you be prepared to provide a raffle prize?	YES/NO

Please send your completed Booking Form to: Adrian Wilcox, 26 College Close, Rowlands Castle PO9 6AJ or email to: adrian@awmotor.co.uk

For RCVF use only	Date form received	Insurance compliant	Payment sum/method
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Frequently Asked Questions (FAQs)

1. Why do I need Public Liability Insurance?

It is a requirement that the Village Fair organisers ensure that the event is fully insured in the unlikely event that there are any claims. Our own insurers require that all stallholders/activity organisers have adequate Public Liability Insurance to cover their own activities/services.

If you have any questions about insurance please contact Ian Oliver by email: i.oliver@georgeide.co.uk

2. What time can I set up?

The Fair Committee will be on site from around 7am and will guide you to your allocated pitch. Pitches are pre-allocated and cannot be changed on the day. A single pitch is 3m x 3m. Please remain within this area and leave a space of approx 1m between stalls. Pitch fees do not include tables/chairs but these can be booked at an additional cost subject to availability (see Booking Form).

3. Can I choose which pitch I am allocated?

If you do have any specific requirements you must tell us at the time of booking. Whilst we would endeavour to allocate pitches by preference, we cannot guarantee this. Pitches cannot be altered on the day.

4. What time does the Fair officially start?

The Fair officially starts at 11am

5. What happens if it is wet/raining?

The Fair will go ahead whatever the weather conditions unless it is unsafe to do so. In the event the Fair is cancelled due to circumstances beyond our control there will be no refunds.

6. What time does the Fair finish?

The Fair begins to wind down from 5pm. However, there will be live music during the evening and stallholders will be welcome to stay (although you may be asked to move your pitch to facilitate the evening's events and the safe removal of fairground rides etc).

7. Can I drive my vehicle onto the village green?

You may be able to take your vehicle onto to the village green to unload. ALL vehicles MUST be removed by 10am and CANNOT go back onto The Green until 5pm. **ALL VEHICLE MOVEMENTS MUST BE SUPERVISED BY A FAIR COMMITTEE MEMBER**

8. How can I identify a RCVF committee member?

All RCVF committee members will be wearing green RCVF polo/tee shirts and will be available throughout the event. If you cannot see one, please ask at the control trailer.

9. Can I use the road to the side of The Green even though it says it is closed?

No. This road is subject to a Closure Order under the Town Police Clauses Act 1847 between 10am and 5pm. This is for health and safety reasons. There will be NO access without authority of the stewards and access would only be granted in extreme circumstances. Please do not move the CLOSED signs at either end of this road.

10. Who do I contact in case of any queries before the day of the Fair?

Ian Oliver by email: i.oliver@georgeide.co.uk or telephone 07850644908.

11. Who do I contact in case of queries on the day of the Fair?

Any RCVF committee member wearing a green RCVF polo/tee shirt or Ian Oliver 07850 644908.

12. Can I leave rubbish behind?

Please DO NOT leave any rubbish behind. Please take it home or place in the skips provided at each end of The Green.

13. Am I guaranteed exclusivity?

No. We regret we cannot guarantee exclusivity to any stallholder.