

Market Booking Form

Love Oxted, the Oxted Business Improvement District is planning a number of events on the last Saturday of the month starting with a mini artisan market on Saturday 31st July. The aim is to host 12-15 stalls in Station Approach, the area in front of the station on Station Road East. As this is a trial event this location is not yet confirmed and the stalls may be located on wide pavement areas in the town on both Station Road East and Station Road West.

The event will take place from 10am to 3pm so set up will need to take place by 10am with break down after 3pm.

The cost of a stall is £25+VAT (£30).

To request a booking please complete the Application form on the following page and sign the declaration to accept the booking Terms and Conditions. Please email your completed application form to tracey@loveoxted.co.uk

If you need further information, please contact Tracey, Love Oxted BID Manager at tracey@loveoxted.co.uk or 07746 828792.

Please do not send any money before your application is accepted.

Booking Terms and Conditions

Booking

Once your application has been received, Love Oxted will review your application and confirm whether your booking has been accepted. We aim to do this within 24 hours but sometimes this may take longer. Love Oxted reserves the right to refuse any application.

With your booking you will receive:

- Set up and break down instructions (this may be delayed if location has not been finalised).
- Payment instructions.
- Once your booking is confirmed you will need to make payment in cash on the day or bank transfer by Monday 26th July.

Insurance and certificates

You must have the following documents and provide copies with your completed application form.

- You must have Public Liability Insurance to the value of £5m.
- If applicable, TENS licence if you are providing alcohol for purchase; Food hygiene certificates and rating.
- Your risk assessment with regards to setting up and removal of items and the end of the day and management of your stall.

Vehicle access and parking

- If the event takes place in Station Approach. You will be able to access the site to load and unload. You will then need to park in a nearby car park for the duration of the event.
- You will need to provide your own gazebo (with weights to secure it in case of wind), table and other items. Please note that generators are not permitted.

Application Form

Your Name	
Company name	
Postal Address	
Local Authority Area	
Email address	
Tel no	
Website	
Social media links	
Describe your business and what you offer	
How would you like to pay?	Cash on the day <input type="checkbox"/> Bank Transfer <input type="checkbox"/>
Public Liability Insurance - please confirm that you have Public Liability cover (£5m) A copy will be required with your application.	
If you are selling food, please confirm you have Food Hygiene Level 2 Certificate or equivalent. A copy will be required with your application.	
If you are selling food, please confirm you have a Food Hygiene rating of at least 4. A copy will be required with your application.	
If you are selling alcohol for purchase, please confirm you have a TENS licence. A copy will be required with your application.	

Declaration: I have read and understood the terms and conditions in this document

Your full name	
Company Name	
Signature	
Date	