Abingdon-on-Thames Town Council

Fun in the Park Booking Forms - Clubs and Societies

Dear Club/Society Member

Planning is now under way for Fun in the Park, taking place on 1st June 2019 from 11am to 3pm.

As in previous years we will provide free spaces for local clubs and societies to provide information and activity stalls. Clubs and Societies have found a number of benefits to participating in the event: Members of the public can enjoy time at your stall and come away knowing more about what your organisation does and hopefully more inclined to join as a member, donate to your cause or spread the word for you! If you are a musical or performing group there is also an opportunity to perform on a professional covered stage during this daytime event. If you are interested in performing please contact me.

Fun in the Park is a free event taking place on a Saturday afternoon and has thousands of people attending from all over the Abingdon area. Your opportunity to showcase your organisation takes place from 11am to 3pm and you will be given a precise arrival time later in the booking process. In the evening the Music in the Park event takes place and tickets for this are sold separately.

There is limited space to participate in this popular event. **Please return the attached form and public liability insurance documents by 29th March** to be placed on the selection list. Booking confirmations will be sent out on or around 30th April. If your public liability insurance runs out prior to June the booking will be conditional upon you providing us with the new document before the event.

Please note that food will be provided by professional food vendors and we are not looking for clubs and societies to make food selling their main activity.

Also, please note that the Town Council does not provide organisations with gazebos or tables and chairs. You will need to bring these with you. Gazebos will need to be weighted down to allow for blustery weather conditions.

Please return forms and copy documents to [louise.brown@abingdon.gov.uk](mailto:louise.brown@abingdon.gov.uk) or post to the Council office’s; Abingdon Town Council, Roysse Court, Bridge Street, Abingdon-on-Thames,   
OX14 3HU.

Fun in the Park promises to be a great event again this year so don’t miss out on the chance to be a part of Abingdon’s community life.

Yours faithfully

Steve Rich  
Assistant Town Clerk and Head of Services

**Terms and Conditions of Booking to participate at Fun in the Park/Music in the Park 2019.**

**Throughout the event you are required to follow all instructions of Council staff security personnel and the Police with regard to your entry to and from site, the siting and construction of your stall etc.**

1. Stallholders will enter the site via Abbey Close where you will be directed to position your stall. Traffic into the event site will be regulated and there will be a road closure in place for Abbey Close. Due to the volume of vehicles we are expecting, the Council is looking to ease congestion by staggering the entry of vehicles to the event and you will be notified of your access time closer to the date. Please note that it may be necessary both at the start and at the end of the day to regulate traffic entering and leaving the site and you are asked to be patient if required to wait in traffic. Once inside the road closure area, for reasons of public safety, vehicle speeds must not exceed 5 mph and you should put on your hazard warning lights.
2. There is no parking available in the Abbey Grounds and Abbey Close car park will be used for stalls and entertainments and not available for parking. We will require all vehicles to be removed from site by 10:15am.
3. You will need to supply all your own equipment, including tables, chairs and gazebo with weights. We will be unable to offer an electric supply.
4. You are required to provide and run a safe stall and operate all activities with regard for the safety of yourselves and others. Prior to the event you should undertake a risk assessment to look at the potential problems and risks involved in your activities and ways of mitigating these. You should document your risk assessment and bring copies with you to submit to the organisers if requested.
5. Refuse facilities will not be provided for stallholders. This enables us to keep costs down and not to have to make a charge to you. However this will mean that you must take your refuse away with you and make sure that your pitch is clear of litter before you leave. It is your responsibility to dispose of your refuse properly and legally
6. At 3pm you will be required to cease operations promptly as the event needs to finish on time in readiness for the Music in the Park event later that day. You will be able to return your vehicle to the site from 3.15pm and all stallholder vehicles must have left site by 3:40pm.

Further information will be sent in a letter after your booking has been confirmed.

Fun in the Park 2019

Booking Request Form - Clubs and Societies

Name of your organisation

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Brief description of the work your organisation does or the interest area with which it is concerned

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Please give a brief description of what your stall will be offering on 1st June

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*The declaration below should be signed by the person from your organisation who is dealing with this booking. This is the person to whom we will be sending the booking confirmation. (Ideally it will also be a person who will be on site on 1st June.)*

I confirm that I have read, understood and will abide by all the terms and conditions of booking as notified in the above letter and document.

Name………………………………………………………………….……………………………..

Signature…………………………………………………………….Date…………………………

Address…………………………………………………………………………………………….…

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Email ………………………………………………………………………….……………………..

Telephone contact number………….……………………………………………………………….

Mark the relevant box to show that you are enclosing the documents required

Public Liability insurance certificate

***Please email this form to*** [***louise.brown@abingdon.gov.uk***](mailto:louise.brown@abingdon.gov.uk)