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| **Event Information** | | | |
| Function\*: | | Burgess Hall Wedding Fair | |
| Function Date\*: | | Sunday 8th March 2026 | |
| **Supplier Details** | | | |
| Company\*: | |  | |
| Booker Name\* | |  | |
| Address\*: | |  | |
| Telephone number\*: | |  | |
| Date of Birth\*: | |  | |
| Email Address\*: | |  | |
| **INVOICING DETAILS (if different)** | |  | |
| Name/Company: | |  | |
| Invoicing Address: | |  | |
| Telephone number: | |  |  |
| Email Address: | |  | |
| Purchase Order Number: | |  | |
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| Stall Information & Requirements | | **Stall Size Requested**: ☐ Standard (e.g. 6ft x 6ft) £50 ☐ Large (e.g. 12ft x 6ft) £70  **Table Required?** ☐ Yes ☐ No  **Chairs Required?** ☐ 1 ☐ 2 ☐ 3 ☐ No  **Do you require power?** ☐ Yes ☐ No If yes, please specify your power requirements (e.g., 1 x 13A socket):  **Do you have a banner/display board?:**  ☐ Yes ☐ No  **Insurance & Documentation:**  **Do you have Public Liability Insurance?** ☐ Yes ☐ No *Please attach a copy of your certificate.*  **Do you have relevant licenses (e.g. food hygiene, alcohol)?** ☐ Yes ☐ No ☐ Not Applicable *Please attach copies where required.* | |
| **Payment:** | | **Stall Fee**: ☐ £50 ☐ £70  **Payment Method**: ☐ Bank Transfer ☐ Cash ☐ Cheque  *Bank details for transfer will be provided upon confirmation.* | |
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| **Terms & Conditions:**   * All stallholders must comply with venue rules, health and safety, and local authority regulations. * The company accepts no responsibility for any loss, damage, injury, or costs incurred during attendance at the venue and its environs. Liability will be accepted if any of these cases are caused by the staff or their representatives. * Any additional equipment/props need to be agreed prior to the event by the company, risk assessments need to be completed to demonstrate adequate measures are in place. * Burgess Hall staff will carry out a visual inspection of any set up and may request removal of equipment/items if deemed to be causing a risk or unsuitable. * The taking of photographic images and video filming within the Burgess Hall is not allowed without both the written consent of the Manager and the person whose photograph is being taken. However, it is down to the Hirer to apply their own Photographic Policy and Burgess Hall staff with assist in administering this. For further details on the QMS Photographic Policy please see T:\1 Policies\1.6 Photographic Policy. * Stallholders are responsible for their own equipment, setup, and waste removal. * Failure to attend a pre-booked activity will result in normal charges being applied. * Failure to provide the minimum required period of notice for cancellations will result in normal charges being applied. * Notice of cancellation shall be made in writing no less than 90 days prior to the booking; otherwise, the full charge is liable. * Failure to make payment by required deadlines will result in immediate suspension of the booking, with future bookings being refused until such time as all arrears have been cleared. Unpaid debts will be pursued through the Huntingdonshire District Council Legal Department and their nominated collection agent. * The organiser reserves the right to deny or cancel bookings at their discretion. * For health and safety reasons, the company reserves the right to close the facilities/venue, or parts thereof, should essential repairs/maintenance prove necessary, or circumstances dictate that it is unsafe to open. Under these circumstances every effort shall be made to forewarn customers via appropriate media sources. * Huntingdonshire District Council Leisure Centres are designated Emergency Rest Centres and in times of local, regional or national emergency, bookings shall be suspended to enable the Leisure Centres to fulfil this role. * Events of local significance. Periodically, Leisure Centres are approached to host events of local significance e.g. polling station, election counts, or bookings of benefit to the local economy. At these times, pre-existing bookings may be suspended, at no cost to the customer.   I confirm that I have read the [terms & conditions](file:///Q:\4%20Operations\4.7%20Burgess%20Hall\Business%20generation%20drive%20docs\Bookings\Terms%20&%20Conditions\Burgess%20Hall%20T%20&%20C's..doc) of Hire and agree to abide by these conditions. The above details are correct at time of agreement. A signed form and deposit secure the date for your event.  We advise that all customers should seek their own Event Insurance, to cover any instance that may result from your own negligence. Burgess Hall insurance covers us in case of an accident/incident, as a result of, negligence on our behalf only and we would not be liable for a theft loss of any items on the premises.  How to Pay  Cheques payable to Huntingdonshire District Council or please call 01480 388111 to make payment.  Email remittance advice: [BHbookings@huntingdonshire.gov.uk](mailto:BHbookings@huntingdonshire.gov.uk) | | | |
| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
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OFFICE USE:

* Added to MRM

Does this booking need an additional Risk Assessment? YES / NO