



**South  
Derbyshire**  
District Council

**Stuart Batchelor**  
**Head of Community & Planning**

Civic Offices, Civic Way,  
Swadlincote, Derbyshire DE11 0AH

**www.south-derbys.gov.uk**

**Please ask for:** Joanne Abbassi  
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DX 23912 Swadlincote  
E-mail: joanne.abbassi@south-derbys.gov.uk

Our ref: JA/0065

Your ref:

Date:

Dear Applicant

The Festival of Leisure 2012 will be held on Maurice Lea Memorial Park, Church Gresley on Saturday 23rd and Sunday 24th June.

You are invited to make an application for an information stand space by completing and returning the attached form by **8th June 2012 at the latest**.

**Please ensure that you read the General Regulations and Conditions of Letting prior to completing your application form, as these may differ from conditions on previous application forms and you will be bound by all these provisions once you have signed your application form.**

Completed forms should be returned as soon as possible to:-

Joanne Abbassi, Culture & Community, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH Tel: 01283 595846

We look forward to your support in 2012.

Yours faithfully

*J Abbassi*

Joanne Abbassi  
Assistant Cemeteries &  
Services Officer



**SOUTH DERBYSHIRE DISTRICT COUNCIL  
GENERAL REGULATIONS AND CONDITIONS OF LETTINGS**

**APPLICATION FOR VOLUNTARY/CHARITY/CLUB STAND SPACE  
INFORMATION STAND SPACE ONLY**

**PLEASE READ CAREFULLY**

**1. Stand Application**

The Applicant for a stand at this event shall agree to the terms and conditions as set out below, plus any other reasonable conditions imposed by the organisers for the better control and organisation of the Festival. The decision of the organisers shall be final and binding in all matters.

**2. Siting Arrangements**

The siting of stands or stalls will be at the discretion of the organisers. All stands or stalls to be erected by 11.00am at the latest. Security shall be the responsibility of the applicant. Applicants will not be allowed to dismantle stands until cessation of the last act. Any goods or stands left unattended within the Festival area shall be deemed to be abandoned and as permitted by these conditions the organisers may remove the same at the expense of the Applicant.

**3. Stand Specifications**

All applicants shall provide their own equipment.

**4. Liability**

All goods, equipment stands and animals brought into the Festival shall be the sole responsibility of the Applicant and shall be used at the Applicants own risk. The organisers shall not be responsible for any claim, demand, loss or damage howsoever caused.

**5. Booking Confirmation**

Confirmation of booking will normally be sent within 14 days of receipt of your remittance. The organisers reserve the right to refuse any application. Stand space will be dealt with in strict rotation with priority being given to early bookings. Allocation cannot be guaranteed owing to prior letting, or in the interest of the better presentation of the Festival. The organisers also reserve the right to remove any person, persons or articles from the Festival at any time and have the right to refuse admission or entry to any part of the site.

**6. Cancellation**

Written cancellation should be received at least 10 working days before the Festival. If written notice of cancellation is received less than 10 working days prior to the Festival the organisers reserve the right to charge the applicant for the stand space should they be unable to re-let it.

**7. Fundraising/Income Generation**

In the event the organisers become aware that income is being generated on an Information Stand space, the organisers reserve the right to charge the organisation for the stand space as per the conditions of letting for a Fundraising Stand or prohibit attendance at future events.

**8. Cleanliness**

It is a condition of the letting of sites that the Applicant is responsible for the clearance of all rubbish from their site throughout the Festival within 1 metre surrounding their site. Refuse bags will be available from the Festival office and skips will be provided within the Festival site for the disposal of bags. The organisers reserve the right to make a charge for uncleaned sites. The more attractive your site, the more attention you will receive from the public.

*Continued . . . . .*

## **9. Electrical Equipment**

All electrical equipment brought on to the Festival site is at the Applicants own risk. The Applicant is responsible for arranging for their own generators and power source. The organisers will not be providing generators or an independent power source.

Portable Appliance Testing - To meet the requirements of existing legislation it is necessary for all Applicants who use electrical appliances on site to hold current PAT test certificates.

## **10. Equipment – Erection and Operation**

The Applicant shall comply with all instruction manuals relating to the erection and operation of any equipment and ensure that the equipment will be erected and supervised by a fully trained operator at all times.

## **11. Private Vehicles**

The organisers reserve the right to request removal of any vehicles from the Festival site. No vehicular movement will be allowed on the Festival site between 12.00 noon and cessation of the final act without prior arrangement with the organisers. During the Festival all private vehicles should be parked in the car parks provided.

## **12. General Conditions**

Obstruction of the aisles or gangways within the site is not permitted. All Applicants must report to a member of Festival staff on arrival. Public opening hours will be 1.00pm - 5.00pm.

## **13. Public Liability Insurance**

All fairground rides must be covered by current public liability insurance to the value of £5m for any one claim or series of claims arising from any one incident. Applicants with fairground attractions shall also provide the necessary appropriate certificate as proof of statutory testing.

All Voluntary/Charity/Club and Trade applicants shall be responsible for ensuring they have public liability insurance to the value of £2m for any one claim or series of claims arising from any one incident during the course of the Festival.

## **14. Data Protection**

The information contained within the application form submitted by the Applicant may be disclosed by the Organisers to other departments within South Derbyshire District Council (for the purpose of organising other events) unless the Applicant confirms in writing that it does not wish such information to be disclosed.

**SOUTH DERBYSHIRE DISTRICT COUNCIL  
FESTIVAL OF LEISURE MAURICE LEA MEMORIAL PARK  
23rd & 24th June 2012**

**APPLICATION FOR VOLUNTARY/CHARITY/CLUB STAND SPACE  
INFORMATION STAND ONLY**

**Please complete the application form and return to:-**

Joanne Abbassi, Culture & Community, South Derbyshire District Council, Civic Offices,  
Civic Way, Swadlincote, Derbyshire, DE11 0AH Tel: 01283 595846 Fax: 01283 595720

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**STALL FRONTAGE**

FRONTAGE - A MINIMUM OF 4 METRES PER APPLICATION  
DEPTH - A MAXIMUM OF 6 METRES WILL BE ALLOWED

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NAME OF ORGANISATION .....

NAME OF CONTACT .....

ADDRESS .....

.....

POSTCODE .....

EMAIL .....

TELEPHONE BUSINESS ..... HOME .....

**In signing this Application Form, the Applicant understands that he/she is  
bound by all the "General Regulations and Conditions of Lettings  
for Information Stand Space".**

SIGNATURE ..... DATE .....

NAME IN BLOCK CAPITALS .....

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**ACTUAL SIZE OF FRONTAGE REQUIRED MUST BE INCLUSIVE OF TOW BARS**

TOTAL FRONTAGE REQUIRED ..... METRES

WILL YOU BE ERECTING A STALL      YES       NO

WILL YOU BE STANDING WITH A MOBILE TRAILER      YES       NO

**PLEASE GIVE DETAILS OF TYPE OF INFORMATION BEING DISTRIBUTED**

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**WHICH DAY/S WILL YOU BE ATTENDING (PLEASE TICK)**

SATURDAY ONLY       SUNDAY ONLY       BOTH DAYS

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DATE RECEIVED ..... ACCEPTANCE SENT .....