



Shopping Village Application Form

Company:			
Address:			
	Post Code:		
Tel No:		Mobile No:	
Fax No:		Email:	
Contact(s):			
Merchandise:			

Booking Details			Price	VAT	Security Deposit*	TOTAL
SIZE OF UNIT	Small Standard Unit	3m x 3m	£900	£157.50	£150	£1207.50
	Large Standard Unit	3m x 6m	£1500	£262.50	£150	£1912.50
	Premium End Unit	3m x 6m	£1875	£328.13	£150	£2353.13
BANNER RAIL	3m x 600mm / Fitted	Qty:	£90 Each	£15.75	-	
ELECTRICITY	2 plug s/phase socket	Qty:	£75 Each	£13.13	-	
Total Payment						£

**Refunded in full after the event provided your trade stand is left tidy & in good order.*

To secure your unit, payment must be made in full at the time of booking

Preferred position in Shopping Village (e.g. the 'finish' end, 'next to A N Other', side unit, etc):

Staff Wristbands	No. of staff wristbands required	
Car Parking	No. of staff car passes required	
Telephone Line? <i>(Please tick if you would like us to contact you with pricing details in due course)</i>		
Copy of Public Liability Insurance Enclosed? <i>(We must have this for your application to be confirmed)</i>		
Health & Safety Checklist Completed? <i>(Please see reverse of this form)</i>		

Payment Details: **Cheque:** Payable to **The Copas Partnership**

Credit Card: Delta Maestro MasterCard Visa

Card No.																				
Valid From	/	Expiry Date	/	Issue No. (Maestro)																
Name on Card														3 Digit Security No						
1st Line of Address														<small>Last 3 digits on signature strip</small>						
Postcode														Total Amount	£					

Shopping Village during Henley Royal Regatta

Wednesday 30th June to Sunday 4th July 2010

This must be completed and returned with your Trade Stand Application Form

Health & Safety Checklist

Please answer the questions set out below by circling **Yes** or **No**.

1	Do you have a Safety Policy? (this is required for businesses employing 5 or more persons)	Yes	No
	Is it available for inspection?	Yes	No
	Does it have appropriate procedures for safety management?	Yes	No
	Have health and safety risk assessments been carried out for the business and significant risks documented?	Yes	No
	Are they available for inspection?	Yes	No
2	Have you got an accident book?	Yes	No
	Do you investigate accidents and check safety?	Yes	No
3	Are details of all health and safety training of your staff available for inspection?	Yes	No
	Do you carry out Induction Training of your staff?	Yes	No
	Has any training of your employees been carried out relating to specific tasks and risks?	Yes	No
4	Do you have any electrical equipment?	Yes	No
	Has this equipment been purchased or PAT tested within the last 12 months?	Yes	No
5	Have you enclosed a copy of your public liability insurance with your application?	Yes	No
6	Do you make first aid provision for you and your staff?	Yes	No
	Do you have means of communicating in an emergency?	Yes	No
7	The Event has an Event Safety Management Plan Are you aware that in the event of an emergency (i.e. Fire/suspect package/disturbance or the need of medical assistance) you must contact the organisers office? <i>Upon arrival on site, please ensure that you familiarise yourself with the nearest rendez-vous point.</i>	Yes	No

Fire Risk Assessment

Please complete as guided.

Hazards	Persons at Risk	Controls to Minimise Risk
eg. combustible materials (rubbish, flammable substances, LPG, etc.) and ignition sources (flames, smoking, etc.)	There is no need to list individuals – just think about groups of people who may be affected (eg. staff, members of the public, etc.)	Means of escape, fire detection, and alarms, and fire evacuation plan.

You are reminded that the terms and conditions require you to have suitable fire extinguishers on your stand.

The guidelines are that:

All Trade Stands must provide suitable fire fighting equipment to cover the merchandise/equipment on your stand, which must have been inspected and serviced within the preceding 12 months by a competent person. Proof of this must be provided. Any stand using electrical equipment must provide a CO₂ extinguisher (minimum of 1.5kg).

I confirm that the business trading as, complies with the above health and safety checklist, and the fire risk assessment has been carried out.			
Signed:		Date:	
Name in block capitals:			
Position in Company:			

Terms of Business

Definitions:

'We', 'Us', 'Our' The Copas Partnership
'You' The person, firm, company or other organisation booking with us
'Written agreement' Booking Confirmation Letter

These conditions override any terms and conditions you may have put forward, unless we have agreed to any other conditions in writing.

Booking Conditions

- The booking is made with the party named in the written agreement and is non-transferable.
- Bookings will only be confirmed on receipt of full payment and a copy of your public liability insurance, as defined in the written agreement and as invoiced.
- Trade Stands must operate on all five days of the regatta during normal trading hours.
- We require a £150 security deposit per unit to confirm your booking. This will be refunded in full, provided your stand is left tidy and in good order. If your stand does not meet our requirements, we retain the right to use this deposit to cover the cost of cleaning or making good the site.
- Bookings for Trade Stands at Remenham Farm during Henley Royal Regatta are accepted on the basis of our agreement to your proposed merchandising/activity as detailed on your application form.
- No alcohol or drinks may be sold within our Shopping Village.
- We reserve the right to remove from sale, any stock that differs from the declared items, without our prior knowledge and agreement. If you do undertake other unapproved activities we retain the right to shut down such operations and cancel your booking, no refund will be given.
- Please note that we do not permit merchandise to be displayed outside of your tented unit at any time during the Regatta.
- Bookings are accepted on a 'first come, first served' basis. Whilst we try to make our Shopping Village as diverse and interesting as possible for our customers, we do not guarantee any retailer a monopoly on any type of product.

Termination of Booking

- If the event is cancelled due to external powers and/or factors beyond our control (e.g. flooding etc), a refund will be made with a handling charge deducted at our discretion according to the time of cancellation and costs incurred to date. We will not be liable for any loss of profit that may result.
- We reserve the right to cancel your booking immediately if:
 - You fail to adhere to any of our Terms of Business
 - You become bankrupt
 - A Receiver or Administrator is appointed over all or part of your assets
 - In the event of any of the above, no refund will be made. We will not be liable for any loss of profit that may result.
- If we are forced to cancel your booking for reasons not associated with external factors or factors listed above, a refund will be made with a handling charge deducted at our discretion according to the time of cancellation and cost incurred to date. We will not be liable for any loss of profit that may result.
- In the event of your cancellation with more than one months notice, we will attempt to re-let your unit. If we are able to re-let your unit, an administration charge of 25% of the total cost will be incurred. If we are unable to re-let your unit, no refund will be given. Wristbands and passes must be returned before a refund can be given.
- In the event of cancellation with less than one months notice, no refund will be given.
- In the event of cancellation by either party, the aforementioned £150 security deposit will be refunded in full.

Marketing / Promotional Material

- All marketing/promotional materials (including online material) produced in conjunction with the facility/event, must be approved by us prior to printing and distribution.
- All marketing/promotional material must read 'during' as opposed to 'at' Henley Royal Regatta.

Health & Safety

- We operate an Event Safety Management Plan, which covers all aspects of Health & Safety on our site during Henley Royal Regatta. Exhibitors are responsible for compliance with the requirement of the Health & Safety at Work Act 1974 and for ensuring safe working practices are followed by themselves, employees, agents and contractors. In the event of an incident, in which you, or any of your sub-contractors is at fault, you should assume full liability.
- All trade stand holders need to provide a completed Health and Safety form on application and take full responsibility for ensuring it is implemented.

Insurance

- You are obliged to take out insurance for any hazard or loss that may occur whilst at Remenham Farm, which will include public and product liability insurance of no less than £5,000,000. A copy of your insurance must be sent in with your application.
- You agree not to do anything which could cause any insurance policy that you hold to become wholly or partly void, or do or omit to do anything by which an additional premium may become payable.
- You indemnify us against all losses arising directly or indirectly out of any act, omission or negligence on your part or that of any other person acting within your authority or under your control.
- We will not be liable for death or injury (except in the case of proven negligence), or damage to any property, or for any losses or other liability incurred by you or any other person connected with your activities on our property.
- You will report to us, without delay, any accidents involving injury to the public or any other person connected with your activities on our property.

Legislation & Local Authority

- You will comply in all respects with the requirements of any statutes or any other obligations imposed by law or by any by-laws applicable to the activity.
- If you receive any notice from the Local Authority regarding your activities on our property you will send us a copy without delay.
- The Copas Partnership will hold a Street Traders Consent from Wokingham District Council which will cover all the trade stands located on our site.

Signs

- All trade stand holders must display in a prominent position and in a professional manner their trading name, address and telephone number.

Fire Extinguishers / Equipment

- We provide all necessary fire equipment for the facilities we provide during Henley Royal Regatta – e.g. tentage. Trade stand holders are responsible for providing the necessary fire safety equipment to cover their own property including all merchandise.

Electrics & Telephone Lines

- NIC-EIC approved contractors carry out all electrical work and safety inspections for The Copas Partnership. Please note we prefer to use our own contractors for electrical work and can arrange quotes for work to be undertaken as required.
- Any electrical appliances brought onto our site must have portable appliance testing (PAT) certification from a qualified electrical engineer, copies of which must be available on site to view, if requested. Such items shall only be used by experienced operators with the necessary training.
- We cannot be held responsible for loss of trade as a direct result of a fault in electricity or telephone line services provided by a third party. In such an event, we will do our utmost to rectify the problem as soon as it has been brought to our attention.

Waste Disposal

- We will provide waste disposal during Henley Royal Regatta from our bins and skips at no additional cost to you. If you require any special waste disposal arrangements, however these must be agreed in writing at least 8 weeks in advance of the event.
- All packaging waste and larger rubbish items, must be placed in bins behind the Shopping Village area and not in the customer bins provided to the front of the units.

Security

- All necessary security for our own facilities, including security personnel and dogs if deemed appropriate, is in place at Remenham Farm during Henley Royal Regatta and every effort will be made to ensure the safety of all our customers. However all your property, including merchandise and vehicles, is left on site at the owners risk.
- For the security of all our trade stand customers, the use of facilities provided within the shopping village staff/service area is restricted to trade stand holders only.

BBQs and Smoking

- Customers are permitted to use their BBQ's after 7pm, or at the discretion of the stewards.
- Any BBQ's used must be raised on legs or wheels. BBQ's sitting directly on the grass are not permitted and will be extinguished immediately.
- We reserve the right to extinguish any BBQ which does not comply with the above or which is causing offence to other customers.
- A smoking policy is operative in all buildings, marquees and tents on our site. It is the duty of the trade stand holder to ensure that no smoking signs are displayed at all times.

Pets & Animals

- You may not bring any pets or animals onto our property unless permission is obtained from us in advance, in writing. If permission is granted, pets/animals are the owners' responsibility while on our site and we can accept no liability for any incidents that occur.