

Organised by:



SUNDAY 2nd OCTOBER

Banbury Town Council



THEME FOR 2011
'A Right Royal Occasion'
Celebrating the very best of Red, White and Blue

Dear Potential Trader

Booking has now opened for Banbury Canal Day 2011 due to take place on Sunday 2nd October between 10.30am and 5pm.

Stalls

Stalls will be sited in the Castle Quay South Car Park. Unfortunately this year we cannot accept any rigs in the stall area. Due to increased stall hire costs this year we have had no option but to increase the hire charges to stallholders. However, a covered stall is not obligatory; you are very welcome to reserve some space in the area between Tooley's Boatyard and the rear of Castle Quay for your own gazebo or table. Please fill in your application form accordingly. Cheques should be made to Banbury Town Council and returned along with your risk assessment and copy of public liability. Applications cannot be processed until all paperwork has been received.

Food Vendors

Food vendors will be sited throughout the event. At this stage we cannot guarantee any specific location. We ask that you read the application form carefully to ensure all requirements are met. Ensure to fill in your unit size. Cheques should be made to Banbury Town Council and returned along with your risk assessment, copy of public liability and food hygiene certificate. Applications cannot be processed until all paperwork has been received.

To save the rain forests a booking form is not attached but this can be downloaded from our designated website www.banburycanalday.co.uk or www.banbury.gov.uk or call 01295 817314 to request a hard copy.

It is absolutely imperative that all exhibitors also read the terms and conditions on our web site and also download a risk assessment form for completion and retention by yourselves. Again please request hard copies from the office if you are not able to download them from our website. Please note that Banbury Town Council insurance does not cover stalls, stallholders or the area immediately around your stall therefore we strongly suggest you arrange your own public liability insurance cover for £5,000,000.

On the day those allocated a stall should report to Banbury Town Council staff from 7am onwards at the rear of the Castle Quay South Multi-storey car park which is well sign-posted. Anyone bringing their own equipment should report to the official at the rear of the bus station at 7.30am. No vehicles will be allowed on site after set-up and no free parking is being offered. No vehicles are allowed back onto the site until breakdown at 5.00pm.

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