



# SHELF GALA STALL BOOKING FORM

## Saturday 1st July 2017

ORGANISATION

NAME & ADDRESS

OF CONTACT

POSTCODE

CONTACT TELEPHONE  ONSITE MOBILE   
(For use on Gala day)

E-MAIL

WHAT ARE YOU SELLING?

**PLEASE READ SHELF GALA TERMS AND CONDITIONS ON SEPARATE SHEET**

**INDIVIDUAL / BUSINESS STALL**  
**Single 3m frontage Stall - £35.00 (with hired table £45.00)**  
*(You may bring a Gazebo (max. size 3m x 3m))*  
 Any queries please phone 07923 343672 (After 5pm)  
 or email: jonnykerry@shelfgala.org.uk for quote.

DO YOU REQUIRE A TABLE  YES  NO

**ANY DAMAGE TO TABLES MUST BE PAID FOR**

Please Note – Calderdale Metropolitan Borough Council Regulations state:

- (1) Fairground operators must produce their Public Liability and Safety Certificates on the day of the Gala (HSG81 Fairground and Amusements, PM1976 Inflatables)
  - (2) Goldfish are NOT allowed to be given as prizes.
- NO PARKING OF CARS CAN BE ALLOWED ON THE FIELD BETWEEN 11.00AM AND 4.30PM. CARS MUST BE PLACED IN THE CAR PARK. IF CAR PARK IS FULL SEE STEWARDS.

**! NO STALL/TRADE WASTE TO BE LEFT – £25.00 SURCHARGE**

**FULL AMOUNT SHOULD BE RETURNED WITH THIS FORM BY 20th May 2017.**

I have read and accept the terms and conditions of Shelf Gala Committee 2017 (see separate sheet)

SIGNED  DATE

Completed forms including payment to be returned by 20th May 2017 to: Jonathan Kerry  
 12 Aydonway, Shelf, Halifax HX3 7QA or email: jonnykerry@shelfgala.org.uk

**PLEASE NOTE: Any cancellation of stalls after 1st June, no refund will be given.**

### WAYS TO PAY

**CHEQUE**

Made payable to “Shelf Gala”  
 with name of person or organisation  
 on the back.

**BANK TRANSFER (BACS)**

Shelf Gala Account details:  
 Sort Code: 40-23-05  
 Account No.: 52151669  
 Name: Shelf Gala & Committee  
*Please use your name / organisation  
 as a reference.*

**For confirmation of booking please enclose a SAE or provide an e-mail address.**

For Shelf Gala Committee use only

Approved:  Date: ..... Fee Paid:  YES  NO Signed: .....

# Stall Terms and Conditions Shelf Gala 2017

MAY WE RESPECTFULLY ASK YOU TO OBSERVE AND REMEMBER THE FOLLOWING POINTS.

## GALA FIELD

- Because of past experiences, we must again insist that NO glass containers be handed to the public. Our reason for this is the danger to the children who use the playing field from any glass left on the grass.
- No bottles or cans of alcoholic beverages to be offered as raffle or tombola prizes.
- Raffle and tombola tickets should be sold from your stall only and not around the field.
- Any cancellation of stalls after 1st June, no refund will be given.
- The Gala Committee reserve the right to refuse any activities we feel are unsuitable.

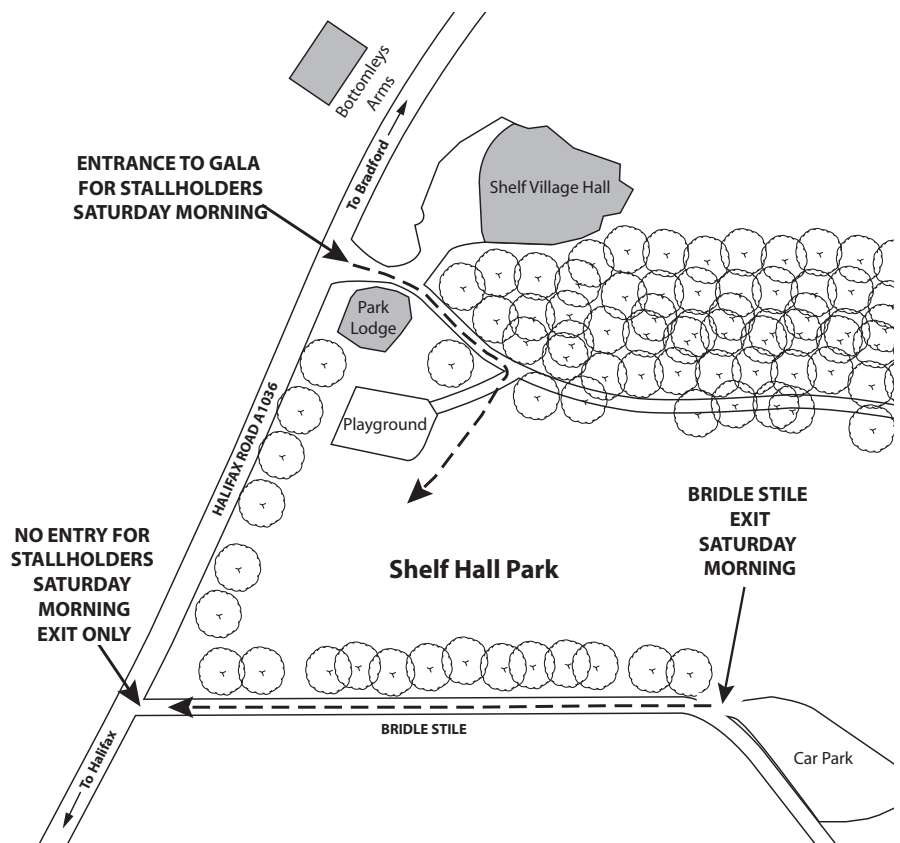
**PLEASE NOTE:** Stallholders cannot distribute leaflets around the gala. You can have them on your stall if you want and then only people who want them will take them.

## ENTRANCE AND EXIT FOR STALLHOLDERS ON GALA DAY:

On the day of the Gala, entrance to the gala field will be via Lodge Gate (adjacent to Shelf Library) and not Bridle Stile as previously used (see map on right). Exit for cars etc from the gala field after set up will be via the gate at the bottom of Bridle Stile, making it a one way system on the morning of the gala. When the Gala has finished, exit will be via both the Lodge Gate entrance and the Bridle Stile entrance at the discretion of the Stewards, depending on time and congestion etc.

**PLEASE NOTE:** No parking or movement of vehicles is allowed on the field between 11.00am and 4.30pm. Vehicles must be placed in the car park. If the car park is full stallholders cars can be parked down the road to bowling green within the park (see a steward).

The Library Gate will be open at 8.30am. Please move cars to car park as soon as unloaded. Last entry for stallholders cars will be 10.15am. All cars must be off the Gala Field by 11.00am.



## STALLHOLDERS PLEASE NOTE – TRADE WASTE:

**YOU ARE RESPONSIBLE FOR REMOVAL OF YOUR OWN RUBBISH/WASTE FROM SHELF GALA.**

**No trade waste/stall waste to be placed in or around the dustbins, litterbins or skip.**

***Failure to comply with the above will result in a £25.00 surcharge (payable in advance) the following year.***