



www.tenburymusicfestival.co.uk

Dear Stallholder,

Tenbury Music Festival continues to grow as a major contemporary music event in the West Midlands and with a valuable *Arts Council England* grant for 2018 we are looking to widen the event and the audience with a significant increased attendance. Our main stage features both well-known names of previous years and popular dynamic local talent. Our Riverside stage will be hosting up and coming young talent, spoken word sessions and the *BBC Introducing* Programme.

As a previous stallholder (or one who has indicated interest) we are writing to you first, to give you the advantage of our early bird concession. As in previous years Tenbury Music Festival happens on the Burgage in Tenbury and will take place on Saturday 30th June 2018 with camping for visitors from the Friday evening onwards. Our open pitches available for stallholders are at £60 per pitch plus an extra £10 if using electricity.

In line with our Green ethos, we like to demonstrate that our stallholders operate within the spirit of the Festival and, wherever possible, source food, drink and products from sustainable sources.

- There are limited bookings available for food stalls or for those offering the same types of goods, services or information.
- Bookings will be accepted in order of receipt.
- All the relevant documents can also be downloaded from our website.
- Our event is ran on a not-for-profit basis and your funds will be used to improve our marketing and promotions and to enable us to ensure our attractions are of the highest standard.

Please return the attached booking form and payment, **as soon as possible**, but no later than 31st May 2018 **Payment to be made by *BACS or **cheque**

Account Name: Tenbury Music Festival **Account Number:**13996115 **Sort Code:** 20-39-64
Payment reference: TMF Stall

*For BACS payment please confirm when payment has been made by email to contact@tenburymusicfestival.co.uk stating Name of Organisation and total amount paid. Please include your name and contact details.

**For postal bookings, cheque payable to: Tenbury Music Festival
Send to: 1 Jeffs Cottages, Oldwood Common, St Michaels, Tenbury Wells, Worcs WR15 8TB

We look forward to seeing you at our great event again in 2018.

Tenbury Music Festival C.I.C. Registration No. 10957830
Registered Office 1 Jeffs Cottages, Oldwood Common, Tenbury WR15 8TB

Teenage Cancer Trust is a registered charity:1062559
(England & Wales; SC39757 (Scotland))



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

TENBURY MUSIC FESTIVAL SATURDAY 30TH JUNE 2018
Booking Form & Insurance

Name of organisation:

Contact Name & Address:

..... **Postcode:** **Phone number:**

Email:

Brief description of your organisation's activities (for website entry):
.....

No. of pitch(es).....

- @ £60 each (businesses) or
- @ Free pitch for charities & local campaign groups but each person staffing the stall must pay the equivalent of a non-adult entrance ticket prior to the event or
- by other arrangement (please complete)

Special requirements*: Location / electricity / other (please specify which are applicable):
.....

Could you help us advertise?

We can distribute flyers and posters in(Town/village/mailling list)
electronically.....

Follow us on TENBURY MUSIC FESTIVAL Facebook

Tenbury Music Festival Stallholders Obligations

Traders, caterers and other stallholders are obliged to carry Public (and, where applicable) Product Liability Insurance and any relevant health and hygiene documentation.

To assist us in this, please fill in the details below:

- 1) Do you have/will you have by 30th June 2018 the necessary insurance/hygiene certification and can you provide such evidence before that date 30th June 2018
- 2) If Yes, what is your level of insurance cover against a claim made against you?
Up to £.....million. Policy Number and Insurer (if known)
- 3) Please confirm
- 4) Public employers and employees liability.
(food traders are expected to carry up to £5m cover and none food providers up to £1 m)
Health & Safety documentation (policies) risk assessments including fire risk assessment
Gas safety certificate where applicable.
Food Hygiene certification (food handlers only)
- 5) For all stall holders please confirm that you have read and agree to the Rules and Regulations of Tenbury Music Festival 2018 (view online at www.tenburymusicfestival.co.uk)