



CRANLEIGH FOOD AND MUSIC FESTIVAL 2015

To be part of our third annual Food Festival, please complete the below application form and send to lauren@cranleighbartscentre.org (or post to Lauren Eggleton, Venue and Facilities Coordinator, Cranleigh Arts Centre, 1 High Street, Cranleigh, Surrey, GU6 8AS).



We will review all applications - completion of this form does not guarantee your space. Once your application has been considered and accepted by email response, full payment details will be sent to you.

Deadline for all applications is Friday 10th July 2015

Contact Details:

Company Name:.....

Your Full Name:.....

Business Address:.....

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Postcode: Telephone/mobile:.....

Email: Website:

Stall Details:

1) Please tell us a bit about the produce you're selling:

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2) Would you be interested in providing a 20 minute demonstration/talk throughout the day? If so, please give a brief description of what you would be discussing/showing?

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3) Which stall do you require (please put an x in the box next to the one you require):

Standard (2m x 2m) £40+VAT

Large (3m x 3m) £50+VAT

4) How much time will you need to set up your stall?.....

5) If you have any pictures that you are happy for us to use as marketing material for the food festival, please send them to lauren@cranleighbartscentre.org in a jpeg format.

6) Will you require a table? (£5+VAT per 4ft table)

7) Electricity is available on application. It is important that if you require electricity with your pitch that you let us know your requirements and any equipment you will be bringing with you in advance. We will review if your requirements are able to be met and get back to you. Note: there will be an additional charge for electricity usage.

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8) Please state any gas equipment you will be using on the day:

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(Please note that if you are bringing gas equipment, your stall will be an outside stall - limited space only)

Insurance/Health and Safety Details:

9) Which local authority is your business registered with?.....

10) Please confirm that you have all of the below by including copies of the relevant documents with your application:

- Equipment Safety Certificates (Gas/PAT)
- Public Liability Insurance Certificate for up to £5 million
- Food Hygiene Rating Certificate

Note: Your application will not be considered until we have received all of the above documentation required for your pitch.

You will be covered by our TEN (Temporary Event Notice) on the day and do not need to apply separately for this.

Once accepted, you will be sent payment details along with a risk assessment for your stall which will need to be returned as soon as possible.

Closer to the date, you will be sent full information about the day including the unloading schedule and programme of events for both the Arts Centre and Cranleigh Village.

Cranleigh Food Festival is sponsored by

