**HEBDENS HAPPY HOUNDS**

**EXHIBITOR BOOKING FORM**

**Saturday 13th September 2025**

**11am – 4pm**

 **Contact: Ebony Andrews**

 ebony.andrews@hebdenroydtowncouncil.gov.uk

 01422 842181

**Please complete the details below:**

|  |  |
| --- | --- |
| Organisation/Company  |  |
| Contact Name |  |
| Address |  |
| Phone |  | Email |  |
| Details of planned activity: |

**Please state if you are a registered charity or business:**

Please make payment at the time of booking by BACS to Hebden Royd Town Council at:

The Co-operative Bank - **Sort Code: 089299 Account Number: 65121018**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Registered Charity(free to attend) |  | Commercial/business (£25 fee) |

**Exhibitor Space Required?**

Pitches accommodate a standard 3 x 3mtr gazebo. There is a £25 charge for each additional pitch.

|  |  |
| --- | --- |
|  | Number of 3x3 pitches  |

**You must have public liability insurance to participate, please include a copy of your certificate**

|  |  |
| --- | --- |
|  | Copy of valid Public Liability Insurance Enclosed |

**IMPORTANT INFORMATION – PLEASE READ**

1. All exhibitors must provide and set up their own equipment e.g. gazebo/exhibition tent/tables/chairs.
2. Exhibitors are responsible for clearing away their own area and rubbish when they depart from the field.
3. The Town Council requests that exhibitors limit the use of single use plastic where possible.
4. No hazardous materials or breakable glass allowed on the field.
5. No vehicle movements are allowed on the field during the event opening times. Exhibitor parking is provided either behind / or as part of your stall, or at the edge of the main field.
6. Stall content must be suitable for a family event & comply with legal requirements.
7. Exhibitors must provide evidence of Public Liability Insurance to participate.
8. Exhibitors must provide a Risk Assessment or agree to comply with our HRTC Risk Assessment.
9. There is no provision of electricity.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**