



## **Warwickshire Pride Stall Booking Information and Guidelines**

Stall bookings for Warwickshire Pride 2020 are CLOSED. Please read the information below and then complete the online booking form when bookings open. We will then be in touch to discuss your booking.

**IMPORTANT INFORMATION - Please read before completing your booking form as you will be asked to confirm that you have read and agree to all of the following information**

Warwickshire Pride features stalls from community groups, charities, traders, caterers, and anybody else who would like to join in with the fun.

### **Stall Pitch Details**

PITCH SIZE: Up to 10ft x 10ft

FEE:           LGBT+ charities/community groups - Free

                  Charity/Community/Not for Profit - £50

                  Trader - £70

                  Caterer - £100

Double pitch sizes can be made available upon request for an additional £50.

### **Terms and Conditions**

Bookings are for the pitch only. All stallholders will need to provide their own tables, chairs, coverings, gazebos and anything else they may require.

All stallholders must provide a copy of their up to date public liability insurance and present a risk assessment prior to the festival. Any stallholder who does not provide those items in advance of the festival will not be allowed to set up their stall on the day and a refund will not be provided.

All stallholders will be provided with one free off-site parking space at Warwick District Council's (WDC) headquarters. Stallholders will be able to drive on to the festival site to set up, but all vehicles must then be parked at WDC's headquarters. Alternatively, stallholders may park in any of the public car parks in Leamington Spa. Parking fees apply at public car parks.

Warwickshire Pride runs from 11:00am - 6:00pm on a to be announced date in August 2021. Stallholders are expected to stay for the duration. There will be no exception to this rule unless an emergency arises on the day. Every year there are some stallholders who try to pack up and leave early. Please understand that packing up and leaving early creates a logistical difficulty for our team of volunteers and is also a breach of health & safety guidelines that are enforced on the event. Leaving early puts the future of the festival at risk, so please consider this when booking.

No vehicles will be allowed on or off the festival site between 10:45am - 6:00pm. There will be no exceptions to this.

It is generally not possible to reserve spaces. However, if you wish to do so there is an additional £50 fee.

Requests or demands to be placed in a certain position will not be entertained. Stalls are allocated to pitches shortly before the festival and the organiser's decision is final.

Bookings are non-refundable. A refund will only be provided if the event is cancelled.

Any stallholder who does not turn up on the day will be blacklisted from future Warwickshire Pride events.

Any stallholder who leaves early will be blacklisted from future Warwickshire Pride events.

All types of stalls are able to be part of Warwickshire Pride, and charities/community groups are especially welcome. However, please note that we cannot accept any bookings from bars. This is because we are using a single supplier this year for the Warwickshire Pride bar.

All stallholders must share our ethos and vision for a world in which all people are able to be themselves, regardless of sexuality or gender identity, and live free of discrimination simply for being who they are.

### **Additional Information**

There is no electricity supply on the festival site, so stallholders will need to bring their own generators should electricity be required.

There will be a water stand pipe available for stallholders who require a water supply during the day.

The Warwickshire Pride site is fully accessible.

Expected footfall is between 2,000 - 5,000 people depending on what the weather does on the day.

## **Booking Instructions**

Please complete the booking form below when bookings open if you wish to have a stall at Warwickshire Pride 2021. We will then be in touch by email within seven days with a decision on your booking. Emails from us may go to your spam folder, so please check there if you do not see an email from us within seven days of your application. If there is nothing in your spam folder, please email **stalls@warwickshirepride.co.uk** to give us a nudge.

If your booking is successful, an invoice for the stallholder fee will be sent by email. The stallholder fee will be due within seven days from the invoice date in order for the booking to be completed. Should payment not be received within seven days, a reminder will be sent. If payment has still not been received after the reminder period, your place will be offered to someone else.

Once payment of the stallholder fee is complete, a receipt and booking confirmation letter will be sent by email. The confirmation letter will contain all of the information required for the day.

Evidence of insurance and a risk assessment will need to be sent by email or post prior to the festival. A reminder of this will be in the booking confirmation letter.

If you have any questions or require further information, please email **stalls@warwickshirepride.co.uk** and we'll be happy to assist you.