



Canvey Island Town Council
Christmas Event in town centre on Saturday, 25th November 2017
BOOKING FORM
FOR CHARITY AND COMMUNITY ORGANISATIONS

Charity/Organisation Name:

Charity number/type of organisation:

Contact Name:

Contact(s) on the day:

Total number of helpers on the day:

Telephone numbers: Day Eve:

Email address:

Give a brief description of your stall and activities that you intend to do:

.....
.....

Will you be selling anything? Yes/No (please circle)

If yes, please specify

Do you have public liability insurance? Yes/No (please circle)

If yes, please supply a copy with the completed form.

Please note:

- This form is to secure an outdoor space in Canvey Island town centre at no charge from the Town Council.
- **The size of space will be no more than 3 metres x 3 metres.**
- Tables, chairs and covering/gazebo need to be provided by your individual organisation.
- If you are selling items you will need to complete a street trading licence and pay a £20 fee to Castle Point Borough Council (half price for charities/non profit).
- If you are doing a street collection at our event, you will need to complete a street collection permit before and income form after event (free of charge) from Castle Point Borough Council.
- ***If there is any change to your stall, a new form must be submitted to the Town Council before the due date. No alterations will be accepted if a new form is not completed.***
- **By signing this form, your charity/community organisation agrees to display the above stall activities/description and agrees to what is written on this form including the size of your space and applying for a street trading licence and or street collection permit (if applicable). Please give a copy of your street trading licence and or street collection permit to the Town Council beforehand if selling or fundraising at our event.**

Signature Date

Please complete and return this form to Canvey Island Town Council, 11 High Street, Canvey Island, Essex SS8 7RB FAO Miss L Shirley by **latest Friday, 27th October 2017.**