



Knowsley Council

KNOWSLEY FLOWER SHOW

SUNDAY 5th AUGUST 2018 11AM-5PM

Court Hey Park

Roby Road

Huyton

L16 3NA

COMMUNITES, MULTICULTURAL AND CHARITIES STALL Application Form

For further information contact:

Katy McLoughlin, Culture Development & Events Service, Public Health and Wellbeing,
Knowsley Register Office, High Street, Prescot, Merseyside L34 3LD

Email: carla.simkin@knowsley.gov.uk

Telephone: 0151 443 5353

Please read these carefully

Applicants for TABLES must be made on the attached form and **full details** must be given of the stand and the exhibits that will be displayed and sold. **No goods other than those stated** on the application form may be displayed or sold without prior approval by the Flower Show Committee. Space is limited and HOLDERS are advised to make early application.

MARQUEE DETAILS AND TABLE SIZES

Please note the Marquee is on a grass surface and **there is no electricity available**. Tables are wooden trestle tables 6ft in length by 2ft wide. Please note tables are subject to availability. **Please note that us receiving your application form does not guarantee you a craft table.**

The payment of refunds in respect of the cancellation of tables will be at the discretion of the Flower Show Manager. **No refunds will be given in respect of cancellations received less than 30 days prior to the date of the Show. There will be no refunds if the event has to be cancelled on the day due to unforeseen weather conditions.**

During the Show the stands must be open for selling on from 11.00am. to 5.00pm. In their own interests STALL HOLDERS should arrange for their stands to be staffed throughout the whole of the hours that the Show is open.

Knowsley MBC accepts no responsibility for security of the stands, equipment, stock, cash or any other property of STALL HOLDERS who are urged to arrange their own insurance cover. Knowsley MBC accepts no liability for loss or damage of any kind and howsoever arising suffered by STALL HOLDERS.

**2018 Knowsley Flower Show
COMMUNITIES, MULTICULTURAL AND CHARITIES Stall
Application Form**

Contact Name[s]			
Contact Address			
Postcode			
Telephone Number			
Mobile Number			
Email Address			
Description of Stall/Activity			
Will you be selling any goods, if so please give details.			
	PLEASE NOTE – you are NOT allowed to bring your own/additional tables or displays that will obstruct the public's walkway in the marquee.		
Car parking space required		Yes (please tick) No There is a limit of ONE car per stallholder	
	Cost per table at Flower Show	Number of Tables [Please complete]	Total Cost [Please complete]
Communities, Multicultural and charities Table Request on the Gladstone field	£45		
3mx3m Gazebo space (own gazebo to be brought on site) 1 trestle table can be provided located on the Gladstone	£75		

Please make your Cheque payable to: KMBC

If you prefer to receive an invoice, which will give you full instructions on how to pay via BACS or indeed directly into the Council's bank, please indicate here by ticking this box

SignatureName.....Date.....

Return your completed form along with your cheque made payable to 'KMBC' to:
 Katy McLoughlin, Culture Development & Events Services, Public Health & Wellbeing,
 Knowsley Register Office, High Street, Prescot, Merseyside L34 3LD

OFFICIAL USE ONLY			
Receipt No.	PO Number	Location	Car Park pass issued
Marquee Plan	Finance	On database	