



Charity No. 702429

Lichfield & Hatherton Canals Restoration Trust Ltd.



Huddlesford Heritage Gathering Historic Narrowboats & Classic Cars 21 & 22 September 2013

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname

Initials Title

Address

.....

.....

..... Postcode

Telephone numbers (including dialling code)

Day

Evening

Mobile

Email address

I enclose a cheque payable to LHCRT Ltd for:-

Boat Mooring (includes brass plaque & VAT) £ 10.00

Trader mooring £15.00 + VAT £3.00 £ 18.00

Saturday evening **entertainment & hot supper in the marquee**

___ tickets @ £12.00 each £

Total £

☐ Please sign me/us in for ___ Sunday breakfasts
(Breakfasts will be by ticket only, available to purchase on the Saturday)

In making this entry I agree to abide by the conditions overleaf.

Signed Date

UNSIGNED FORMS WILL NOT BE ACCEPTED

Please complete and return the Risk Assessment Form

Please tick box if you require a VAT receipt ☐

Floating Trader Entry Form

DETAILS OF BUSINESS / CRAFT / EXHIBIT

Business Name

Nature of Exhibit

.....

Name of Craft

Number of occupants of craft:

Adults

Children

Pets

Registered Disabled..... ☐

Dimensions

Length _____ ft/m _____ ins/cm

Beam _____ ft/m _____ ins/cm

Draught _____ ft/m _____ ins/cm

Any other details to help the Organisers

.....

**Please send completed form
with payment to:**
Sue Williams
Norfolk House
29 Hall Lane
Hammerwich,
Burntwood
Staffs, WS7 0JP
Tel. 01543 671427

Official use only
Entry No.
Date
Receipt No.
Invoice No
Mooring No

Special Requests and Other Information

Huddlesford Boat Gathering 21 & 22 September 2013

TERMS & CONDITIONS OF ENTRY FOR TRADERS

1. All information given on this form should be complete and correct at the time the entry is submitted. You should advise any changes to the Organisers, in writing, as soon as possible. No transfers can be permitted without the Organisers' written agreement. Refunds will not be made if you cancel your attendance.
2. The organisers reserve the right to refuse any entry without giving any reason. If you wish to receive an early advice that your entry has been received and accepted please enclose a stamped and self-addressed envelope with your entry.
3. You agree to comply with all current legislation, and with all guidance and approved codes of practice published by the Health & Safety Executive. You undertake to complete a risk assessment for your site, and ensure that your stands, equipment and displays are safe and do not form any hazard or obstruction for the public. You understand and accept that you are responsible for the safety and well-being of your staff, contractors and visitors to your space.
4. You warrant that you and all your contactors on site have public liability insurance of not less than £5,000,000 unless otherwise agreed in writing with the Organisers. [Note: if this condition causes difficulty for any exhibitor, this should be discussed with the Organisers before a booking is made].
5. You agree not to bring any generators on site without the written agreement of the Organisers. Exhibitors requiring electricity, phone lines or other supplies should discuss their requirements with the Organisers at the time of making a booking.
6. You agree not to leave any litter, or cause pollution to the site or the waterway and towpath, or the surrounding area. You agree not to cause a nuisance to any other exhibitors, or to visitors to the event, whether by excessive noise or any other activity.
7. You agree to comply with the directions of the Organisers, including the Site Manager and his or her team. The decision of the Organisers as to the allocation of exhibitors' site pitches, which may change without notice, and other arrangements, is final. You agree not to change the exhibitor space designated to you in any way without the agreement of the Site Manager.
8. Public Health & Safety issues dictate that there can be **no movement of Traders' vehicles** while the site is open to the public. Please assist each other and the Organisers in this respect.
9. You agree to take all necessary fire precautions and to provide your own fire extinguishers that are properly tested (within the past 12 months of the start of the event) and in good order.
10. The Organisers will not be held responsible for any loss or damage, other than that to which the Organisers are legally liable as a result of their negligence. You should ensure that you have adequate insurance to cover any accidents or other losses. The Organisers will not be liable for any default due to any act of God, war, fire, flood, drought, tempest or other event beyond the reasonable control of the Organisers. Nor will the Organisers be liable for early closure, late opening or failure to open of the event.
11. All exhibitors trading from a boat shall comply with the conditions of entry for boat entrants to the Festival and shall complete a separate Boat Entry Form.
12. Entry prices shown overleaf include VAT at the standard rate, which at the date of printing this form is 20%. The Organisers reserve the right to amend these prices as a result of any changes to VAT. The tax point is the date of receipt of this form by the Entries Officer.
13. All information provided by you will be stored in accordance with current legislation. A copy of this information can be made available to you on request.

CONDITIONS OF ENTRY (Boats)

1. All information given on this form should be complete and correct at the time the entry is submitted. You should advise any changes to the Organisers, in writing, as soon as possible. This entry covers the named boat only and no transfers can be permitted without the Organisers' written agreement. Refunds will not be made if you cancel your attendance.
2. The Organisers reserve the right to refuse any entry without giving any reason.
3. You confirm that you will hold third party insurance to a minimum amount £1,000,000 for at least the period that the craft is to be moored at the Boat Gathering.
4. You agree to abide by all relevant bye-laws and licensing requirements of the navigation authority whilst the craft is moored at the Boat Gathering. This includes displaying the current craft licence and satisfying the requirements of the Boat Safety Scheme.
5. You agree not to leave any litter, or cause pollution to the waterway, the towing path, Lichfield Cruising Club grounds or surrounding area. This includes not discharging any toilets into the waterway and not leaving excrement from pets on the towing path or surrounding area.
6. There is no public sanitary station or water point at Lichfield Cruising Club. Boats should arrive with full water tanks and empty toilets please.
7. You agree not to store any equipment on the towing path or adjacent to it, and not to cause obstruction to other users of the towing path. You also agree not to cause a nuisance to other people nearby, whether by excessive noise or any other activity.
8. You agree not to store on your boat any article of an inflammable or explosive character (for example fireworks) other than fuel and lubricants, as allowed for under the Boat Safety Scheme. This is for everyone's safety in the event of a fire.
9. You agree to comply with the directions of the Organisers, including the Harbourmaster and his/her team. The decision of the Organisers as to the allocation of moorings and other arrangements is final. The Organisers reserve the right to move any boat from any mooring at any time, before, during or after the Boat Gathering should the necessity arise.
10. You accept that you are responsible for the conduct of all members of the crew of your boat (i.e. those people covered overleaf by this entry), including any children and pets at all times and in all places.
11. The Organisers will not be held responsible for any loss or damage, other than that to which the Organisers are legally liable as a result of their negligence. You should ensure that you have adequate insurance to cover any accidents or other losses. The Organisers will not be liable for any default due to any act of God, war, fire, flood, drought, tempest or other event beyond the reasonable control of the Organisers.
12. All information provided by you will be stored in accordance with current legislation. A copy of this information can be made available to you on request to the Entries Manager, as named overleaf. The Organisers promise not to sell your details to anyone else.

Health & Safety and Weil's Disease

Unlike tap water, the water in canals, rivers and reservoirs is untreated and micro-organisms are naturally present.

The risk of contracting illness - including the much publicised but rare condition Weil's Disease - is extremely small. However, sensible precautions should be taken as follows:

- Avoid full immersion in canal water.
- Cover all cuts and abrasions with waterproof dressings before contact with water.
- Wash all exposed skin after contact with water and before eating.
- Do not put wet ropes, fishing lines or other objects in your mouth.

Should illness occur within two weeks of contact, inform your doctor that you have been in contact with untreated water.



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Huddlesford Gathering 21& 22 September 2013 Stallholders Risk Assessment Form PLEASE COMPLETE IN BLOCK LETTERS

Risk Assessment

It is a requirement that **all** Traders and Exhibitors undertake a risk assessment.

Do not be daunted by this phrase. It is simply a common sense look at avoiding things that might cause problems for you, your staff, your customers and the organisers.

Please complete this form and return it attached to your Exhibitor/Trader Entry Form.

Please remember to take a copy ... all Traders and Exhibitors must hold a copy of this Risk Assessment whilst on site.

Health & Safety

All Exhibitors must conform to Health & Safety legislation at all times whilst they are on the show site. This includes the Health & Safety at Work Act 1974.

Business Title						Post Code	
Business Address							
Telephone numbers Please include code		Daytime	Mobile	E-mail address			
Name of person normally responsible for Health & Safety				Name of person who will be responsible for Health & Safety at the show.			
Name of insurer							
Policy number				Date of renewal			
Special conditions that apply to this event - There should be no movement of vehicles on the site whilst the event is open to the public. All instructions of vehicle marshals must be carried out. - You are asked to bring your own fire extinguisher(s) if possible. Ensure that they are in full working order and have been tested within the twelve months prior to the event.							
- Whilst setting up/dismantling particular care must be taken. - Make sure there are no trailing cables. - Ensure no nails or screws protrude in a dangerous manner. - When erecting display panels above base level - make sure that the structure is fully supported at all times. - Ensure that carpet or other flooring does not create any trip hazard. - When first on site the person nominated must have an emergency procedure in place should an incident occur. - Before opening to the public you must inform all staff of the details of the above procedure. This must include details of the exit routes from the site.				- The person in charge must locate the nearest first aid point and inform the staff of its location. - No LPG heaters can be used. - Clean up any fire hazard waste around your stand. - Whilst the event is open to the public, check the following on a regular basis on and around your stand - Small sharp objects are out of reach of children. - All electrical fittings and appliances are secure from being tampered with. - Electrical supplies are not overloaded. - Carpet or other flooring is secure. - Display is in good condition and fixed securely. - Exhibits do not protrude into gangways, unless with the organisers consent.			
Statement on Stand Set Up and Dismantling							
Number of staff for setting up		Period of time for setting up		Number of staff for dismantling		Period of time for dismantling	
Detail any other potential risk factors (continue overleaf if necessary)							
Declaration I have read and agree to abide by the Huddlesford Gathering Exhibitor/Trader Terms & Conditions of Entry and agree to carry out a Risk Assessment as detailed above. Signature ----- Date -----							

This event is organised jointly by the Lichfield & Hatherton Canals Restoration Trust Ltd and
Lichfield Cruising Club Ltd.