



Christmas Craft Fair - Booking Form

Market on the Green & Loch Ness Craft Club

Craigmonie Centre – Drumnadrochit

Friday November 22nd 2019: 5.00-8.30pm (doors open to stallholders at 3.30pm)

Name: _____

Company /trading Name (If applicable): _____

Address: _____

Postcode: _____

Tel No: _____ Mobile: _____

Email: _____

Web: _____ Do you want us to share your web / FB address? Yes / No

Textile Woolwork Photography Ceramics Jewellery Papercraft Woodwork
Food / drink Other

Please describe the goods that you will be selling /exhibiting:

Please provide link to social media or similar:

Pitches: 6ft: £20 , **12 ft: £30**

Confirm that you are bringing your own table(s) Yes / No

Power required? YES/NO (There are only a limited number of stalls that can access a plug socket - please see the T&Cs regarding electrical items)

Do you want to provide demonstrations/ Workshops? YES/NO If yes – please describe.

Do you want to sell or provide samples of food / drink? YES / NO

Do you want to Exhibit your work (no selling) YES / NO (The organiser will contact to discuss)

Can you provide a raffle prize? Yes/ No

I have read and agreed to terms and conditions (attached)

Signature

Date

Please return form and payment (cash/cheque made payable to '**HIGHLAND COUNCIL**'
To the Craigmonie Centre, Glen Urquhart High School, Drumnadrochit, IV63 XA.

If you require a receipt please enclose a SSAE. Email enquiries to: Craigmoniecc@highlifehighland.co.uk

General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a printed copy please email DPO@highlifehighland.com.

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.

I also confirm I have read the terms of conditions of lets and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.

SIGNED _____ DATE _____

Marketing Preferences:

High Life Highland would like to keep you updated with news, updates and special offers.

To view our High Life Highland Marketing Privacy Notice, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a copy email DPO@highlifehighland.com or alternatively ask one of our facilities.

I would like to receive news and updates from High Life Highland via:

Post Phone Email SMS

Declaration: Information provided is correct and I agree to the use of my personal data as detailed above.

SIGNED _____ Date: _____

Please provide any other information or requests here:

We hope to make this an enjoyable event for both the stall holders and the public – if you have any ideas or suggestions please contact:

Craigmonie Centre, Glen Urquhart High School, Drumnadrochit, IV63 6XJ.
01456 459224 Craigmoniecc@highlifehighland.com

Terms and Conditions

Bookings

Bookings will be confirmed when we have received a completed booking form and full payment.

Tables / Spaces will be allocated to meet vendor's needs to the best of our ability, but the organiser's decision on placement is final.

Payment is non-refundable if not cancelled by email / post 14 days before the event.

Payment Cash or Cheques made payable to '**Highland Council**'

If, due to circumstances beyond our control, an event must be cancelled by the Craigmonie Centre or High Life Highland (HLH), a full refund will be given.

Items for sale

All items must be made by the stall holder.

Items bought wholesale for resale, MEL and bric a brac are unacceptable.

Food / Drink items: where required appropriate certification must be obtained and available

Public liability insurance

It is highly recommended that all exhibitors have their own insurance as no responsibility will be taken for any damages, theft or accidents.

On the day

The venue will open 1.5 hours prior to the start of the event

Stall holders should park to the rear of the building where possible

All stall holders must familiarise themselves with emergency procedures and emergency exits

All stalls must be set up at least 15 minutes before Fair starting time and not dismantle before the Fair end.

All stalls must look well presented and covered with floor length cloth or similar.

If you are going to be late on the day, please phone prior to event start.

Stall holders should ensure that their stall and the surrounding area is kept tidy & litter free

Facilities/Requests

On arrival a plan will indicate your stall which will also be indicated with name of stallholder.

2 chair(s) per booking will be provided (please advise if you need more).

We will endeavour to meet all requests made on booking forms e.g. electricity, etc, but allocation will be on a first come, first served basis.

If you have requested access to a power point all electrical equipment must be PAT tested and you must bring your own extension leads. If we deem any equipment to be unsafe you will be asked to remove it.

Please note, Mobile reception can be patchy.

Wi-Fi is available to HLH Library card holders and HLH members. You need your Membership number and pin to access

Contact your local Library , HLH leisure centre or ourselves WELL in advance to make sure you are signed up.

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