**Saturday 20th July 2019 – Southend Pride**

**at Warrior Square Gardens, Southend on Sea**

**APPLICATION FORM**

***(Please answer all questions and give as much relevant detail as you can)***

**Name of organisation:**

**Aims/Purpose of organisation:**

**Name of contact** (before and on the day - if different)**:**

**Address:**

**Telephone no(s) (include on-the-day contacts):**

**Email; Website:**

**Will you provide an organisational display Y/N?**

If Yes, please complete **page 2**.

**Will you be trading at our event Y/N?**

If Yes, please complete **page 3.**

**Will you provide food or refreshments Y/N?**

If Yes, please complete **page 4**.

**Will you provide entertainment (music, dance etc.)? Y/N?**

If Yes, please complete **page 5**.

**Will you provide children’s or other special activities Y/N?**

If Yes, please complete **page 5**.

**Your organisation needs to have public liability insurance to take part. Please confirm you have cover and its upper level of cover and expiry date.**

**How many from your organisation will be taking part?**

**Do you have disabled or other special needs (please specify) Y/N?**

**Do you have particular requirements not mentioned elsewhere (please specify) Y/N?**

**Now, please complete pages 2, 3, 4 and 5 (as appropriate) and finally page 6.**

**Organisation Displays/ Community Groups**

Please read and complete this section if you are part of an organisation that wishes to display material / give out information, “freebies” etc. and engage with the public. We are asking all organisations who display at our event to make a contribution of £30. (**see page 6**)

**Describe your organisation’s proposed contribution to the Event:**

**Do you need electricity Y/N?**

Most organisations DO NOT require power but we recognise exceptions and will try to oblige.

If Yes, please provide details of what you need and why (small appliances must have passed the PAT safety test):

**Please let us know if you have any special requirement or contribution you can make:**

**If you wish to hire tables for your stall, please complete the table booking section below as appropriate.**

**Please note: There will be an additional fee for each table booked.**

1. **We wish to book trestle table(s) (approx. 6’ x 2.5’) ……………QTY**

(given space limitation our preference is one table per organisation but we recognise there may be a need for an additional table)

**Traders**

Please read and complete this section if you are a company that wishes to trade and engage with the public. We are asking all companies who trade at our event to make a contribution of £60 (**see page 6**)

**Describe the proposed products you will be selling at the Event.**

**Please note: Those traders selling food items (but not catering), will be charged an additional £15.**

**Do you need electricity Y/N?**

An additional charge may be applied.

**Please let us know if you have any special requirement or contribution you can make:**

**Food Caterers**

Food (British or ethnic) and refreshments are an important feature at our events and we aim for a multicultural mix of suppliers. We require those serving food to the public to have a current food hygiene certificate and are asking all food/refreshment providers to pay a pitch fee of £150

**Please describe the type of food / drink products you intend to provide:**

**Please give an idea of what you intend to charge for each item (a menu with prices would help)**

**Do you require electricity Y/N?**

An additional charge may be applied.

**Is there anything else you would like to know or anything we could do to help you?**

**Entertainment and Children’s Activities**

**ENTERTAINMENT**

We want to accommodate a variety of acts (music, dance etc.)

**Do you wish to provide entertainment Y/N?**

If Yes, please describe what you propose to do?

**Do you have any special requirement we could help you with Y/N?**

If Yes, please specify (include music / performance requirements etc.):

**CHILDREN’S AND/OR SPECIAL ACTIVITIES**

We have a number of Children’s and Special Activities:

**Do you wish to provide a children’s and/or special activity Y/N?**

If Yes, please describe what you propose to do (Please specify if you need tables, chairs, power or anything else we may be in a position to supply)?

**Do you have any special requirement we could help you with Y/N?**

If Yes, please specify:

**Final Details**

Please return the completed pages (pages 1&5 plus relevant sections on pages 2, 3 & 4) to:

**Sam Adams, Southend Pride**

**Email:** [**enquiries@southendpride.org.uk**](mailto:enquiries@southendpride.org.uk) **(preferred)**

**Post: 39 Jones Close, Southend, Essex, SS2 6PF**

We intend to acknowledge receipt of your application within three weeks, confirm your organisation’s participation, and provide further information as appropriate, but please do not hesitate to contact us if you need further help or clarification. We intend to provide a stall holder pack to every confirmed applicant 2 weeks prior to the event.

**Please make cheques payable to ‘Southend Pride’ or BACS Payment to the details below**

**Southend Pride**

**Sort Code: 23-05-80**

**Account Number: 27620515**

**I enclose\* / will send\* / will not be sending\* a contribution of £**

**\* delete as applicable**

**I/my organisation agree(s) to abide by the Rules and Code of Conduct governing the event**

**Signature:** **Date:**

***(not needed if electronically sent)***

**Name: Position in Organisation:**

**THE CLOSING DATE FOR BOOKING IS FRIDAY 21st June 2019. WE WILL TRY TO ACCOMMODATE LATE ENTRIES, BUT CANNOT GUARANTEE ACCEPTANCE OF LATE APPLICATIONS.**

**THANK YOU FOR YOUR APPLICATION AND SUPPORT AND PLEASE DO NOT HESITATE TO CONTACT SOUTHEND PRIDE IF YOU HAVE A QUERY OR NEED MORE INFORMATION.**