



SUNNINGDALE AREA CARNIVAL 16th September 2012

sunningdaleareacarnival@mail.com

April 2012

Thank you for the confirmation email that you would like to have a pitch at the Carnival this year. As last year, commercial stalls are only available to those who have received an invitation letter.

To confirm your place at this year's Carnival please return the enclosed booking form with a cheque made payable to **Sunningdale Area Carnival** to the admin address below; **please also enclose a stamped addressed envelope** for us to confirm your booking and send you your lapel stickers & car park pass. (Please do ensure you have the right postage for a Large Letter if you are using an envelope over A5.)

For charitable organisations and schools the cost for one pitch 12ft square is £20.00. **Full payment is required to secure your pitch** and is required **no later than Friday 22nd June 2012**.

We are obliged by the Royal Borough of Windsor and Maidenhead to conduct an overall risk assessment of the stalls. This means that we must ask you to give us a clear indication of what you intend to sell or the particular activity on your stall. I have enclosed some guidelines we have been given by Trading Standards and would strongly recommend that you take the time to read through the material to ensure that you are not unwittingly breaking the rules.

Insurance is also an important issue and we need to remind commercial stallholders that they are responsible for their own insurance and are not covered under the main Carnival insurance. We would advise you to check with your insurance company that you have the necessary public liability cover, and we will need a copy of your insurance certificate valid for the time of the Carnival.

Sunningdale Area Carnival 2012

www.sunningdaleareacarnival.co.uk

c/o Caroline Andrews

Pink & Brown, 13 High Street, Sunninghill, Ascot SL5 9BQ



SUNNINGDALE AREA CARNIVAL
16th September 2012

sunningdaleareacarnival@mail.com

The **theme of the carnival this year is the 1950s** – it would be great if you could dress your stall and yourselves accordingly!

The site of the Carnival is the **Broomhall Recreation Ground, Broomhall Lane, Sunningdale, Berkshire SL5 0QS**. Access to the ground will be available from 8.00am with staggered arrival times for vehicles to avoid congestion. Stalls can be open for trading from 10.30am until 4.30pm. Cars must be removed from the ground and parked in the field opposite by 10.15am and no further vehicles will be allowed on the site until after 4.30pm. Only one free car park sticker per stall will be issued. Each stallholder will be responsible for removing their own litter from the ground.

Confirmation letters and stall location will be sent once full payment has been received.

As a committee we are looking forward to our most successful carnival ever. Please visit our website – www.sunningdaleareacarnival.co.uk; 'like;' our facebook page or follow us on twitter @2012Carnival.

Thank you for your support.

Yours sincerely,

Caroline Andrews
Sunningdale Area Carnival Organisation Team

Attached: Trading Standards Form
 Confirmation of Booking Form

Sunningdale Area Carnival 2012 www.sunningdaleareacarnival.co.uk
c/o Caroline Andrews
Pink & Brown, 13 High Street, Sunninghill, Ascot SL5 9BQ