



St Werburghs Centre Workshop & Activity Booking Form

Please fill out and return via email.

Name: Click or tap here to enter text.
Trading name: Click or tap here to enter text.
Address Click or tap here to enter text.
Post code: Click or tap here to enter text.
Telephone: Click or tap here to enter text.
E-mail: Click or tap here to enter text.

Each event is different but we always try to have a range of activities and performances and we love to showcase all your skills. Thank you for getting involved.

Most stalls doing demonstrations/workshops/activities will not be charged, there will be some exceptions to this depending on whether you are working as an individual or as part of an organisation. Please do not hesitate to contact us if you have any queries regarding this.

Please describe the nature of your performance/activity e.g. is it music, dance, or theatre? What style/genre. Does it have any intentions?:

Click or tap here to enter text.

Please provide information, including availability, times, number of performers and/ or anything else we will need to know:

Click or tap here to enter text.

Please indicate if you intend to charge a participation fee.

Yes

No

Please provide information, including availability, times and anything else we will need to know:

Click or tap here to enter text.

Click or tap here to enter text.

Do you have any special requirements?

Click or tap here to enter text.

Please attach some photos of your workshop or activity, as well as your social media handles (if you use them) as we may use them to promote your involvement in the event.

Please note: The Centre reserves the right to sell all food & drinks during the event

Do you have public liability insurance for your activity/workshop? Please circle:



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Yes

No

If yes, please attach a copy of your certificate. Please apply anyway even if you don't have it, as this should not be a problem.

Please tick this box if you do NOT want us to contact you about future stall opportunities

I HAVE READ THE BOOKING INFORMATION

Signature _____ Date _____

Confirmation will be sent once your booking form is received.

The aim of our events is to showcase the area and promote the activities which take place at the Community Centre and beyond. There hopefully will be a mixture of activities for children and adults, live music and wellbeing.

Notes

- Please arrive at least 30 mins before your session/performance is due to start. We will allocate you an area for your stall/show to you the performance area. Please speak to a staff member to find out where you are located on the day.
- Street parking is available in the area. There will not be any vehicle access to the Mina Rd park (for Picnic in the Park) for stall holders.
- If you have a table based workshop: Please **bring your own tables unless agreed otherwise.** We recommend bringing a gazebo/parasol as protection if you are located outside. Please ensure this are securely installed and will not be a hazard on a windy day. It is your responsibility to secure your gazebo, marquee on the day and carry out a suitable risk assessment for activities you offer.
- You will need to be at your stall/area at all times you have agreed to be there, or have someone suitable to supervise the workshop or any associated equipment.
- Please provide your own float (if required) and cleaning materials to sanitize your stall/activity items.
- Please tell us if you have your own public liability insurance.
- We do not take any responsibility for theft or damage to your stall or belongings.

For further information please contact us by e-mail events@stwerburghs.org.uk

We will be in contact in the coming weeks to discuss further details about the day.