

DURHAM



REGATTA

Durham Regatta
c/o Durham Amateur Rowing Club
Green Lane
Durham City
DH1 3JU

Telephone: 07889 362 083
Email: secretary@durham-regatta.org.uk

22 January 2020

Full Name
Address 1
Address 2
Address 3
Address 4

Dear First Name,

**Re: Trade Stand at Durham Regatta
Saturday 13 and Sunday 14 June 2020**

Thank you for your recent application for a trade stand at Durham Regatta. I am pleased to inform you that your application has been successful subject to the Terms and Conditions set out below.

Reservation

A reservation has been made within the Regatta enclosure for a 0m x 0m pitch for Company Name on Saturday 13 and Sunday 14 June 2020.

Location

The exact location of your trade stand will be communicated to you in the week commencing Monday 29 May 2020.

Facilities

Unfortunately, Durham Regatta are unable to provide access to gas, electricity, water or any other utilities. We may be able to arrange marquee cover, or generators at an additional cost. If you require these, please contact the Regatta Secretary.

Fee

The fee for this event is £nnn. This is to be remitted directly to Durham Regatta's bank account per the time frame and details below.

- Within seven days of receipt of this letter: £100 non-refundable deposit
- By Friday 8 May 2020: £300

Durham Regatta
Account No: 3635 0268
Sort Code: 30-92-79

The total fee includes a non-refundable deposit of £100 payable at the time of signing this agreement.

Sub-Franchising

No sub-franchising arrangements may be entered into without the express permission of Durham Regatta.

Health and Safety

All traders and exhibitors are responsible for the health and safety of their pitch. Durham Regatta may carry out random spot checks with regards to health and safety. Any issues noted must be rectified by the trader or exhibitor immediately.

Traders and exhibitors must have at least one English language speaker in attendance at the Regatta at all times, in order to respond to any Site/Safety team requests.

Traders and exhibitors must ensure that public thoroughfares and emergency access routes are free of obstacles and that all necessary equipment (e.g. fire extinguishers) is in place. In particular, the main bricked path through the Regatta Enclosure must be kept clear at all times. This includes any overhang from your trade stand.

Please note that acceptance of this reservation is subject to provision of the following documentation:

- Risk assessment;
- Public Liability Insurance Certificate (minimum cover of £5m);
- Public Hygiene Certificate (only required if you are selling food).

If you have not provided these with your application, please provide this within **seven days of receipt of this letter**, otherwise your reservation will lapse.

Trade stands and exhibitions that do not comply with health and safety regulations will be asked to leave the site, and the full fee will be chargeable.

Access Arrangements

Vehicular access to the Regatta Enclosure is limited. **No vehicular access will be permitted after 07.45 on Saturday 13 and Sunday 14 June 2020, and all vehicles on site must leave the enclosure by 08.00.** Vehicular access will be permitted after **19.00** on each day.

Please arrive at the site via Green Lane. At the end of Green Lane, please follow the tarmac road towards Durham Amateur Rowing Club, and take a left turn on to the gravel track just before the entrance to Durham Amateur Rowing Club, towards the river.

On arrival at the Enclosure, please report to Event Control, and ask for **Chris Bell** or **Andrew Curtis**.

Please note that the Regatta Enclosure will be closed to the public from 19.00 on Friday 12 June, and you may arrive on the Friday afternoon (after 12 noon). Whilst security cover will be present after 20.00 on Friday 12 June 2020, Durham Regatta accepts no responsibility for the security of your trade stand.

Public access to the Regatta Enclosure is by ticket or admission fee only. Please ensure all staff wear the appropriate coloured wrist band for the day, otherwise you may be refused entry at the gate and be charged an admission fee.

Other Services

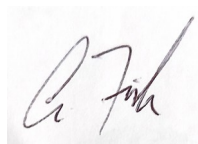
In addition to trade stands, Durham Regatta can also offer sponsorship, and advertising opportunities. A 25% discount on race sponsorship and programme advertising is available to those trading at Durham Regatta. If you would be interested in sponsorship or advertising at Durham Regatta, please contact the Regatta Secretary.

Acceptance

I would be grateful if you could sign a copy of the acceptance slip below, to confirm your acceptance, and return to myself at the above address.

If you require any further information, please do not hesitate to get in touch. I look forward to welcoming you to the 187th Durham Regatta in June.

Yours sincerely,



Andrew Fisk
Secretary

Durham Regatta 2020 Acceptance –

I confirm I accept the Terms of Acceptance for Durham Regatta 2020.

Signed: _____

Name: _____

Position: _____

Date: _____