We are delighted that you have chosen to book with Shrewsbury Prison. The team are here to help you get the most from your booking. Please do contact us if you have any questions, require help completing the form or need any additional information.

# About your business

*Please complete the following:*

|  |  |
| --- | --- |
| Trading/Business Name |  |
| Name of person/s working on stall |  |
| Address (Including Post code) |  |
| Email address |  |
| Contact Number |  |
| Website |  |
| Social Media Handles | Facebook:  Twitter:  Instagram:  Other: |
| Product to be sold  (Please be specific) |  |
| If you are selling food and drink, please state your menu |  |
| Is power required?  *\*We will do our best to provide power to stalls but there may be some limitations on this\** |  |
| Will parking be required?  *\*We will do our best to allow onsite parking, but this may not be possible. Stallholders will be able to drive onto site to drop off and collect\** |  |

# Insurance

|  |  |
| --- | --- |
|  | We already have Public Liability Insurance |

***By ticking the box above, the Hirer is required to have adequate Public Liability Insurance with a minimum cover of £5 million pounds through a reputable provider and a copy of your insurance certificate has been provided to Shrewsbury Prison Ltd.***

# Payment Options

Stalls at Shrewsbury Prison Christmas market 2021 are free

# Terms and Conditions:

* A completed application form and a copy of the stall holder public liability insurance is needed to confirm the booking
* Stall holders will be allocated space prior to the day and a map issued
* Stall holders will need to bring their own tables, chairs, etc
* Public internet access will not be provided, but 4g access is strong in the space
* In the event of stallholder cancellation, we ask for 14 days’ notice
* In the unlikely event that the Christmas Fayre is cancelled, stallholders will be given as much notice as possible
* Please refer to event brief for more event information

**The Hirer confirms that he/she is authorised to sign this Agreement.**

|  |  |
| --- | --- |
| **Signed by the Hirer** | |
| Full Name |  |
| Signature |  |
| Date |  |

**Please return this form to sterry@shrewsburyprison.com**

# Internal use only

|  |  |
| --- | --- |
| Booking Reference Number |  |
| Stall placement number |  |
| Added to Map |  |