

Oakleigh Fairs
Thrift Farm House
Horkesley Hill
Colchester
Essex CO6 4JP



FAIRGROUND AND SIDE STALL OPPORTUNITIES IN 2020

Dear Operator,

We invite tenders from fairground ride and side stall operators for our events in 2020. Details of the events are enclosed. If you would like to tender for any of them please complete and return the attached tender form and we will confirm whether or not we can take you within in a few weeks of the deadline date which is 14th February 2020. Once we have confirmed we will need payment to secure your place.

Please note that our Terms & Conditions are enclosed. Any tender will be subject to them. Please note that we look more favourably upon fixed fee tenders than % tenders.

We will limit the number of amusements and sideshows at each event to a sensible level. It is in our interest to ensure these events are worthwhile to you so that you rebook with us in the future.

Please note the following details and requirements when considering if you wish to tender:

- 1) All Mechanical rides must have an up to date inspection/safety certificate which must be available for inspection at every show
- 2) All concessionaires must carry their own public liability insurance and must send us copies with the tender
- 3) Operators must provide their own electricity. Generators used on site must be the low noise or silenced type.
- 4) All rubbish produced in your own area must be cleared up, bagged and put in the skips provided
- 5) There is always access to set up the day before the show if you wish and overnight security is provided throughout each show
- 6) Water is available to all sites but may not be next to your pitch
- 7) We do not allow fairground rides that are principally for adults but are happy to have ones designed for children
- 8) We DO NOT allow a pick-a-straw or sideshows that include gambling

We hope that you would like to join us and look forward to hearing from you soon.

Yours sincerely,

Charlie Owen
Managing Director

THE FINAL DATE FOR RECEIPT OF TENDERS THIS YEAR IS 14th FEBRUARY 2020

Fairground 2020 Tender Form - Submit by 14th February 2020

Name:.....
Address:
Email Address:

I TENDER FOR THE FOLLOWING EVENTS WITH THE RIDE/SIDESHOW AS INDICATED:

Activity:.....

VENUE	<u>Tendered</u>
28/29 Mar, Spring Food & Home Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	_____
12/13 Apr, Lee Valley Easter Country Fair, Waltham Cross, Hertfordshire EN9 1AB	_____
2/3 May, Colchester Town & Country Show, Colchester Castle, Colchester, Essex CO1 1YG	_____
16/17 May, Tatton Park Country Fair, Knutsford, Cheshire WA16 6QN	_____
6/7 June, Windsor Summer Craft & Food Fair, Windsor Racecourse, Windsor SL4 5JJ	_____
13/14 Jun, Cambridge Town & Country Show, Parkers Piece, Cambridge CB1 1JF	_____
27/28 June, Rockingham Castle Country Fair, Market Harborough, Leicestershire LE16 8TH	_____
8/9 Aug, The Knebworth Country Fair, Knebworth, Herts SG1 2AX	_____
19/20 Sep, The Cambridge Food and Home Fair, Parkers Piece, Cambridge CB1 1JF	_____
26/27 Sep, Autumn Food & Home Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	_____
31 Oct/1 Nov, Suffolk Christmas Gift Fair, Suffolk Showground, Trinity Park, Suffolk IP3 8UH	_____
31 Oct/1 Nov, Berkshire Christmas Fair, Newbury Showground, Newbury, Berkshire RG18 9QZ	_____
7/8 Nov, Essex Christmas Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	_____
13/14/15 Nov, Knebworth Christmas Fair, Knebworth House, Herts SG1 2AX	_____
28/29 Nov, Warwickshire Christmas Fair, NAEC Stoneleigh, Warwickshire CV8 2LG	_____

PLEASE PHOTOCOPY THE DOCUMENT TO TENDER FOR MORE THAN ONE CATEGORY

Signed.....Print name.....

PAYMENT WILL BE MADE:-

BY CHEQUE £100 Non-refundable deposit per event and balance cheque for each event post-dated one month before each event.

BY CREDIT CARD £100 Non-refundable deposit per event to be charged now, the balance to be charged one month before the event

Credit Card Number.....

Valid from.....Valid to.....Security code.....

Return to Oakleigh Fairs, Thrift Farm House, Horkesley Hill, Colchester, Essex CO6 4JP

Or email to admin@oakleighfairs.co.uk

OAKLEIGH FAIRS CONDITIONS OF BOOKING (December 2019)

OAKLEIGH FAIRS GUARANTEE

When sole or lead promoter Oakleigh Fairs guarantees to promote fairs in a professional manner. Events will be well advertised in local press and national publications. Leaflets, posters and other publicity may also be made available. Providing there are no objections from local authorities all fairs will be signposted.

GOODS OFFERED FOR SALE

Oakleigh Fairs will only accept bookings from caterers or fairground whose food or equipment is acceptable.

Anyone selling goods or bringing equipment other than those on their original application form may be asked to remove them immediately.

ATTENDEES ARE REQUIRED TO DO THE FOLLOWING

All units, rides, stalls and units are to be set up by the advertised start time. Access may be gained from 12pm the day before each event or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands are to be set up in an attractive manner. Your car/lorry must be parked sensibly and you must comply with our stewards' requests to move cars/lorries or boxes etc. if we consider them to be in the way. You must ensure your equipment is set up correctly and must not do anything to encroach upon gangways, exits or other access. Rubbish may be left behind providing it is put in the skip provided; no bread trays or cooking oil may be left. Rubbish bins must be provided at your unit, including ice cream vans.

You must provide copies of local authority registration, public liability insurance, food hygiene training certificate, gas safety certificates, electricity test certificate, local authority inspection certificate for your unit, mechanical safety certificates and any other paperwork relevant to your trade. These must be sent with your acceptance of booking. You must bring all paperwork with you to each event in case of inspection by Health & Safety or Trading Standards personnel. If you are not allowed to trade through out of date certificates or insurance you will still be liable for your pitch fee.

BOOKINGS

Payment will be accepted by cash, cheque, credit card or any bank account chargecard. If you choose to pay by cheque (which should be payable to 'Oakleigh Fairs') you may send either one cheque for the full amount that is bankable immediately or one cheque for £100 per booking which is bankable immediately and the balance post-dated to ONE calendar month before each fair. Individual cheques are required for each deposit and individual post-dated cheques for the balance of each event. Please write the venue and the date of the fair on the back of any post-dated cheques. If you choose to pay by credit card we will charge a £100 deposit straight away and take the balance ONE month before the event. If you authorize us to charge your credit card you will be giving us full authority to charge the relevant cancellation fee in the event that you cancel a booking. It is a condition of booking that you understand and accept this. Oakleigh Fairs reserves the right to refuse or cancel any booking without giving a reason.

CANCELLATION OF BOOKINGS

Cancellations will be accepted up to ONE calendar month before the date of the event but will be subject to a £100 administration fee for each fair cancelled. Any booking cancelled at less than ONE month's notice before the event, for whatever reason, may forfeit the total pitch fee paid even if we re-let the pitch. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Failure to do so or persistent cancellations may result in our cancelling all future bookings. Cancellation fees that are to be charged to credit cards will be debited in full at the time of cancellation. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation. Any "no show" at an event without prior cancellation one month before will be subject to the full fee. We will follow non-payers through the courts.

DISHONoured CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS

If your bank refuses to honour a cheque that you have given as payment for a stall or your credit card company refuses to process a pitch fee we will levy an administration charge. This charge is £10 every time a cheque is returned unpaid or a credit or charge card is not honoured. No exceptions are made even if a cheque is dishonoured as a result of you changing banks. It is important to note that if you change banks or credit card companies you must provide us with replacement cheques or new credit card details.

LIMIT OF LIABILITY

Oakleigh Fairs will do everything in our power to ensure that you have a successful event but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather including if in the reasonable opinion of Oakleigh Fairs (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions, astrological incompatibility or anything else beyond our control no refund of booking fee or any other payment will be forthcoming. Oakleigh Fairs does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Oakleigh Fairs responsible for any losses you sustain. Oakleigh Fairs carries £10,000,000 of public liability insurance.

OAKLEIGH EVENTS FOR 2020

DATE	TYPE OF EVENT	VENUE & ADDRESS	YEARS EST	ATTENDANCE					ADMISSION Ad/Conc/Child	ROUGH SIZE OF FAIRGROUND
				2015	2016	2017	2018	2019		
28/29 March	Essex Spring Food, Drink & Craft	Cressing Temple, Witham, Essex CM77 8PD	23	2,900 V Cold	3,200	3,100	2,900	2,900	£6/£5/£0	Tiny
12/13 Apr Easter Bank Holiday	Lee Valley Country Fair	Lee Valley Country Park, Waltham Cross, Herts EN9 1AB	6	9,000	Cancelled due to rain	5000, was Aug BH in	Cancelled due to rain	5,500	£7.50 /£6/£3	Large
2/3 May	Colchester Town & Country Fair	Colchester Castle, Lower Castle Park, Colchester CO1 1YG	11	4,700	3,100 Rain	4,550	3,900	4,100	£6/£5/£3	Small
16/17 May	Tatton Park Country Fair	Tatton Park, Knutsford, Cheshire WA16 6QN	6	6,100 V Cold	6,500	5,100	4,900	5,100	£9.50/ £8/£4	Large
6/7 June	Windsor Summer Food, Drink & Craft	Windsor Racecourse Windsor, Berkshire SL4 5JJ	3	Moved from April as too cold, hope for 3-5,000			Cold and Rain	Very cold	£6/£5/£3	Small
13/14 June	Cambridge Town & Country Fair	Parkers Piece, Cambridge, CB1 1JF	13	49,000	45,000	55,000	49,000	31,000 Rain Sat	FREE	Large
27/28 June	Rockingham Castle Country Fair	Rockingham Castle, Market Harborough, Leics LE16 8TH	9	4,400	4,500	3,300 Rain	2,200 Rain Sun	950 Rain Sat & Sun	£9.50/ £8/£4	Large
10/11 August	Knebworth Steam & Country Fair	Knebworth House, Knebworth, Herts SG1 2AX	8	8,600	6,500	7,450	4,900 Rain Sun	5,200	£10.00	Large
19/20 September	Cambridge Food, Garden & Produce	Parkers Piece, Cambridge, CB1 1JF	11	20,000	20,000	15,000 Rain	20,000	18,000	FREE	Medium
26/27 September	Essex Autumn Food, Drink & Craft	Cressing Temple, Witham, Essex CM77 8PD	23	3,300	2,500	3,900	3,100	3,000	£6/£5/£0	Tiny
31 October /1 November	Berkshire Christmas Fair	Newbury Showground, Newbury, Berkshire RG18 9QZ	3	At different venue previously			3,500	3,050	£5/£0	Tiny
7/8 November	Essex Christmas Fair	Cressing Temple, Witham, Essex CM77 8PD	23	Run by others these years			6,700	6,800	£5/£0	Tiny