A logo of a movie camera

Description automatically generatedFamilies Day

ELSTREE and BOREHAMWOOD

TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT

Tel: 020 8207 1382

Application Form

Saturday 5th July 2025

12pm – 4pm

Organisation/Charity name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charity Number (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of organisation:

**Political parties are not eligible to apply in line with guidance from the National Association of local councils.**

* CHARITY/NOT FOR PROFIT – FREE
* LOCAL YOUTH ORG/ACTIVITY GROUP - FREE
* SMALL LOCAL BUSINESS (3M x 3M STALL) - £50
* LARGE LOCAL BUSINESS (6M x 6M+ STALL) - £100
* OTHER – PLEASE SPECIFY

Brief description of your stall/activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will you be selling? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What activity will you be playing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Please note: a copy of your Public Liability Insurance is required to attend the event.**
* **Food and drink stalls will also be required to provide a copy of their Food Hygiene Certificate Level 2.**
* **Stalls selling alcohol must provide a copy of their alcohol license and photo ID.**
* **Failure to provide these documents will result in non-admittance to the event.**
* **Gazebo’s, tables and chairs are not provided.**
* **Payment is to be made by bank transfer only. Cheques no longer accepted.**
* **Charities are reminded not to shake your donation bucket to obtain funds from the public (It may seem harmless but it’s illegal).**
* **Please ensure your collecting pots/buckets are sealed and labeled correctly. No open pots/buckets allowed.**
* **72 hours notice for cancelation is required. ANY organization failing to notify the Town Council of non attendance will be excluded from the following years event.**
* **Foodbank Stalls – At no point are you allowed to sell food, YOU CAN ONLY GIVE IT AWAY. If this rule is not adhered to you will be banned from all future Town Council events.**

**PLEASE ACKNOWLEDGE BY TICKING THIS BOX**

An email will be sent, requesting payment once the application form and accompanying documents are verified.

You will always be given a reference number to use when sending the payment.

Applications must be returned no later than **23rd June 2025.**

**Check List:**

* **Application Form**
* **Copy of Public Liability Insurance**
* **Copy of Food Hygiene Certificate** **(If selling food)**
* **Food Hygiene Rating (If selling food)**
* **Copy of Alcohol License and Photo ID (If Selling Alcohol)**

Please return this form and all relevant paperwork to Dan Salter at

[dsalter@elstreeborehamwood-tc.gov.uk](mailto:dsalter@elstreeborehamwood-tc.gov.uk) or by post to:

Elstree and Borehamwood Town Council

Fairway Hall

Brook Close

Borehamwood

WD6 5BT