



The 2019 Portishead Raft Race

Sunday 7th July 2019 - Portishead Lake Grounds

www.portisheadrafttrace.co.uk

Booking information for stall holders

Thank you for your interest in running a stall at this year's raft race. It is you and the other teams that help to make the day so special. Please read the following information carefully. If you have any queries please contact Sarah Battison via info@portisheadrafttrace.co.uk.

Pitch Donations

All the funds raised through pitch donations go straight back into the community and local groups. Over the past year we have donated towards several causes including Portishead Christmas Lights. Have a look at our Giving Page for more details. This year, due to the increase in running costs by North Somerset Council we will be asking donations from all stall holders including a small donation from charities and community groups.

- Donations must be made at the time of booking your pitch. As we are a charity fundraising organisation this donation is non-refundable.
- All donations are requested per pitch and a pitch is a single facing unit eg 3m x 3m gazebo.
- Donations can be made using the PayPal 'Donate' button on the website quoting your organisation as a reference. Alternatively, you can request to pay by cheque.

Stall Type

- Community Groups or Charity stalls are those selling goods or promoting services to raise money for their cause.
- Commercial traders are those that represent commercial business or profit making organisations or individuals.
- Craft stalls are smaller businesses usually selling handmade products or services.
- All stalls collecting donations from the public must be covered by our Street Collection Licence; please see below.

Stall Type	Donation to PRR Community Fund	Additional pitches	Total Cost
Registered Charity	£20	£10/pitch	£20 1-pitch £30 2+pitches
Community Group	£20	£10/pitch	£20 1-pitch £30 2+pitches

Stall Type	Donation to Raft Race Community Fund	Number of Pitches	Total Cost
Commercial Trader	£45	1	£45
		2	£80
Craft Trade Stalls	£35	1	£35
		2	£60
Business promotion only (not selling)	£35	1	£35
Other	Contact for details		

Street Trading License Fees

- Any commercial traders/stallholders selling volume goods or services are required to hold a Street Trading Licence. Please apply directly to North Somerset Council for this. For smaller craft stalls we will hold a separate block trading license for the day.
- Any stalls selling goods or taking donations from the public in aid of charities or community groups are covered in our licence. We only need to know which charity or organisation you are collecting for and how much you raise after expenses. We will follow up on this after the day as we need to provide a return to the council detailing how much each organisation raised.

Vehicles

- Our continued use of the Lake Grounds and the cricket pitch depends on our impeccable records for both site safety and preventing damage to the pitch. Vehicle access on site is strictly by arrangement only and will be closely controlled on the day. Please specify any need for vehicle access when reserving a pitch.
- Stall pitches will be allocated in one of two general areas:
 - 1) The Lake Area (between the cricket square and the Café) – allowing vehicular access from the small car park.
 - 2) The Pavilion Area (near the cricket pavilion) – with vehicle parking in the large car park.
- If we have two or more stalls with a similar offering then these will be distributed across the two areas to keep them separate.

Risk Assessment

- All stallholders are required to provide a Risk Assessment, however to make things easier the Raft Race has a generic RA that covers most stall activities. You can either confirm that our RA covers your activities or supply a specific RA if your activities require it. Please open the PRR RA on the booking page.

Public Liability Insurance

- We also need to obtain proof of PLI insurance up to £5m, valid as of 7th July 2019. Please check that you have this as proof of this maybe required on the day. If you do not have PLI for any reason ie a one off independent trader, then please get in touch, as we may be able to cover your stall under our PLI.

Other Info

- Please note that there are no facilities on site for power or fresh water. If you require either then you will need to bring your own generator or water supply.
- We are hoping for a sunny day, although you may want to bring some covers to protect your stall just in case we have some showers on the day. If the weather is super hot like last year then please keep yourself and your products safe by making sure you have plenty of shade!

Thank you and look forward to seeing you on the day!