

DIS
Dacorum Indian Society
Event Stall Booking Form

BLOCK CAPITALS (* denotes mandatory fields):

Title:*		First Name:*		Surname:*		Gender:*	
Address:*						Post Code:*	
Home Tel No:*				Mobile Tel No:*			
Email:							

Hire date	Event	Product/Service Provided

Terms and Conditions

- 1 Stall hire cannot be confirmed until this application form is completed and submitted to DIS Committee at the email address below
- 2 Written confirmation will be provided if stall hire is approved
- 3 Each date for the stall hire needs to be listed on the form
- 4 DIS Committee reserves the right to cancel the stall hire and issue a refund without notice
- 5 DIS Committee does not guarantee exclusivity for the product/service provided
- 6 Location of the table will be determined by DIS Committee on the day of hire
- 7 DIS will allow entrance to the venue based on when the venue is made available by the care taker. This is outside of DIS Committee's control
- 8 Table is normally provided by the school but if it is not provided by the school, it will need to be provided by the stall hirer. DIS is not responsible for providing the table.
- 9 Stall size will be determined by the size of table provided by the school. Approx 150cm x 70cm
- 10 The stall hirer (one person) will be allowed free entry where there is an entry fee for the event/activity
- 11 Posters and fixtures may not be put on walls. Stall hirer will bear the cost of for any damage to the venue caused by the stall hirer
- 12 Stall hirer cannot bring on site any equipment which has a naked flame, create a fire hazard or is considered a health & safety risk
- 13 DIS bears no responsibility for the product/service provided. Stall hirer has sole responsibility for the product/service provided and is required to have any necessary insurance
- 14 Stall hirer must not bring DIS into disrupt with the product/service provided.
- 15 Once the stall hire is agreed, any change to the product/service to be provided must be agreed in writing with DIS
- 16 Cancellation notice must be provided in writing to the email below
- 17 Prevailing charge (provided in writing on request to the email below) for the stall must be paid in full one month in advance of the hire date
- 18 There will be no cancellation charge if written notice is given at least 21 day before the hire date. Cancellation within 21 days on the hire date will be subject 50% administration charge
- 19 Payment can be made in cash, cheque (made Payable to: Dacorum Indian Society) or by BACS transfer into DIS account (Sort code: 30-94-08 Account: 02802554 Reference: Stall+Initials+Post Code)

Signature: _____

Print Name: _____

Date DD/MM/CCYY: _____

For DIS Committee member use only:

Date Processed:		Membership No:	
Processed By (Print):		Signed:	
Payment Date:		Payment Amount:	Payment Method: