



The Rugby Half Marathon Fun Day

Planning for the Rugby Half Marathon fun day is well underway.

We have secured Whitehall Recreation ground, THE FINISH LINE for the runners and we are planning a great fun day for the community of Rugby with a It's a Knock Out, A Fun Fair, Charity Stalls, Bouncy Castles Displays and loads of entertainment for the kids

The event will open at 10am will close at 5pm. Access for stallholders will be available from 8 am.

Entry to the fun day is FREE for all

Prices for our stalls are

- Charity Stalls £15,
- Small Business Stall £30
- Larger Business Stall £100

Standard stalls are nominal area 5m wide x 4m deep. We will do our best to satisfy any special requirements, but hope you will understand that we cannot guarantee to do so. Please note there is no water or electricity supply available on the Recreation Ground.

Stall holders places are limited so please book early to secure your place

In order to help assure the health and safety of all concerned we ask that all stallholders complete a Risk Assessment and ensure that you do all that is necessary to make this a safe and secure event for all attendees.

If you have any further queries or questions please email or call

Georgina Hughes

01788 575361 (Home)

07989840969 (Mobile)

e-mail georgina.hughes2@ntlworld.com



The Rugby Half Marathon Fun Day Stallholder Booking form

Organisation _____

Contact Name _____

Address _____

Email _____

(For acknowledgement/receipt of payment and future updates)

Telephone Home _____ Mobile _____

No. of stalls/Displays required _____ Type of Stall/Activity _____

No of Helpers (Two people ONLY) _____ Special Requirements _____

Please note:

The Organisers will not bear any responsibility for any claims arising from any activity relating to your organisation's attendance at the Fun Day.

All stallholders will need to undertake their own risk assessments and be able to provide evidence of having done so if requested. Stallholders will require third party liability insurance. Any tents used must have secure guy ropes, which are clearly marked to avoid anyone tripping over them. Any generators used must have secure guards to protect the public from any hot or working parts.

Stallholders must supply their own tables, chairs etc for their stalls.

Standard stalls are nominal area 5m wide x 4m deep. We will do our best to satisfy any special requirements, but hope you will understand that we cannot guarantee to do so.

Please note there is no water or electricity supply available on the Recreation Ground.

Details:

Access to the field will be from 8am until 10am for setting up. Space for 1 car to park by your stall, Other vehicles to be removed by 9.45am

*Please Note:- **Vehicle SPEED LIMIT on the field is 4 mph. ie (Walking Pace).***

Gates open to the public at 10am and closed at 5pm (for safety reasons cars and other transport cannot leave or re - enter the ground until the event closes)

Please sign this form and return it with payment By the 30th April 2015

Your cheque for £15 per standard Charity stall, £30 per standard Business stall should be made payable to RTJFC (Fun Day) and sent to

Georgina Hughes, 16 Hunter street, Rugby, Warwickshire, CV21 3NS

I have read and understand the Conditions set out above. - Signature

Risk Assessments (A Guide)

RTJFC cannot accept liability for any loss, damage or injury suffered by any attendees at the Fun Day.

In order to minimise the risk of harm to all attendees we require that all stall holders and display organisers undertake a risk assessment in order to find, reduce and control the risk to all those taking part and members of the public who may attend.

Please set aside a few minutes of your time to think carefully about what hazards might arise in your / your organisation's participation in the Fun Day and which might cause harm to anyone attending the fair.

Your organisation may already have a standard process and form for undertaking a risk assessment.

Please number each completed form (if more than one). Also please date and sign each form, and print your name and that of your organisation where indicated by the dotted lines at the foot of each page.

If you have any doubt as to how to complete the form/s then please telephone for advice from Gina Hughes 07737 852949 The completed forms should be retained safely and be available, if requested, for inspection on the day.

You can find helpful guidance on how undertake a risk assessment on the Health & Safety Executive website. This tends to be for larger events. Alternatively, advice for Rugby residents is available from the Rugby Borough Council Public Health and Licensing Team on 01788 533882 or by emailing HS@rugby.gov.uk or call Gina Hughes on 07737 852949

Some examples of risks and that might be considered relevant are set out in the following table.

Identified Hazard	Steps to eliminate / reduce the Hazard
Injury to small children from sharp corners on metal display tables	Sharp corners will be covered with sufficient layers of adhesive Duct Tape to protect any children from injury
Persons slipping on mud created by spillage of water used by our organisation at our display booth	Non- slip matting will be laid to prevent persons slipping and injuring themselves
Risk of scalding injury from hot drinks dispensed by us	Hot drinks will be dispensed in cups which will protect persons from scalding injuries, by including lids to protect from accidental spillages