



Please answer the questions below if you are planning to come to Lynn at War in King's Lynn Town Centre on Sunday 22nd July 2018 in 1940s costume and/or bring a vintage vehicle.

(1) Your details ...

Name:

Address:

Telephone number:

Email address:

Facebook/Twitter links

(2) How many people, including yourself, will be attending the event?

(3) I/We plan to bring a vintage vehicle to the event ...

Please provide the following information:

(a) Type of vehicle:

(b) Make and approx. date of vehicle:

(c) Approx. size of vehicle:

(4) I/We plan to attend the event in 1940s costume...

Yes

No

If 'yes' please provide the following information:

The role of your character(s)/ exhibit:

(5) Official paperwork

For larger groups, please enclose copies of your public liability documentation

Please enclose copies of any certification relating to the deactivation of weaponry you intend to bring on site. Please note that **no** weapons are to be fired on site, this includes blanks.

(6) Minimising Risks

Please indicate below any particular risks associated with your activity or display and the measures that you would take to minimise these. Risks may include such things as open fires, sharp edged instruments or mechanical devices that might trap small fingers. If you would like additional advice and information on identifying and minimising risks, please indicate below.

(7) Any other notes

Guidelines for Groups working with children and vulnerable adults

Physical contact

Physical Contact with children and vulnerable adults should be avoided unless it is necessary to ensure their safety or that of others.

Contact/dressing up

A parent or carer should be present at all times.

No clothing should be removed in the process of dressing up.

If necessary children should be encouraged to dress themselves, regardless of the amount of time they may take.

Performances/activities

Children must not be left alone during any part of a performance or activity. If at all possible, children should not be separated from their parents at any time. If a child is separated from a parent during a performance/activity they must not be left alone with a visitor.

Notes:

The Golden Rule - safety in numbers. Organisers should not work alone with children or vulnerable adults. If you are working with a child try to make sure that there is another adult with you. If this is not possible make sure that more than one child is present.

Err on the side of caution – it is better to be safe than sorry.

Jan Pitman, Western Area Learning Manager, Norfolk Museums Service
Updated December 2015

Setting Up

Stallholders are responsible for setting up of their own stand area.

Responsibility of Exhibitors and Stallholders

Stallholders will assume full responsibility therefore, including liability for all claims arising out of the exhibition or handling of such exhibits and the conduct of their stand generally. Acceptance of the foregoing condition shall be a condition of entry.

Trade Limitations

The Museum retain the right to demand the withdrawal of any stall that it considers unworthy of being shown, to include unsightly or unsuitable stands, staging or content. The Museum requests all stall holders/exhibitors respect their visitors, staff and the historic significance of the site.

Allocation of sites

The allocation of sites and positioning of pitches will be entirely at the discretion of the Museum, although every endeavour will be made to meet any request made regarding the positioning of their stand. No guarantees can be given.

The Museum will not be held responsible for damage caused to the site by a third party, and will not undertake to make good such damage. Stands and Gazebos must be erected in such a way that they do not overshadow a neighbouring stand.

Photographs

The Museum may wish to take photographs of your stand for inclusion in future publicity and for the Museum archives. Please indicate on your Booking Form if you do not wish photographs of your stand to be used for this purpose.

Litter and Waste Disposal

Exhibitors/ Stallholders must keep their stand and adjacent areas clear of litter. Stallholders who have food waste must provide their own bins. **You must take all your rubbish away with you.**

Signed:

Dated:

PLEASE RETURN THIS FORM TO: Miriam Burroughs, Gressenhall Farm and Workhouse,
Gressenhall, Dereham, Norfolk NR20 4DR. Email: miriam.burroughs@norfolk.gov.uk