

Village at War
Sunday 26 August and Bank Holiday Monday 27 August 2018



**Event Participants:
Vintage Vehicles**

Please answer the questions below if you are planning to bring a vintage vehicle. Please ensure you sign and date the form on the final page.

(1) Your details ...

Name:

Address:

Telephone number:

Email address:

(2) I/We plan to attend the 2018 Village at War event on ...

- Sunday 26 August
 Bank Holiday Monday 27 August
 Camping- arriving and leaving

If camping please let us know the amount of space you require:

Please note, no dogs are allowed on site at any time and we request that you are considerate of other campsite users. We do not allow any open fires or fire pits at any time.

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

Please note, we only offer **free entry to the driver of the vehicle**. Passengers in authentic dress of the period will be offered the highly discounted rate of £5.00. **N.B this must be paid on arrival and unfortunately we will not be able to accept cards.**

(4) 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:

(5) Official paperwork

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

Gressenhall Farm and Workhouse

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

(5) Any other notes

Access for exhibitors and their vehicles

Exhibitors/Stallholders must use the specially designated Exhibitors Car Park. For public safety the movement of vehicles to/from the Car Park after 9.30am until the closure of the event each evening will be restricted.

Setting Up

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

DATE	EVENT TIMINGS	All none period vehicles should be parked in the designated Car Park and not be moved after <u>9.45am</u> unless permission has been given by the Event Organisers
Sunday 26 and Monday 27 August	Set up 8.30am to 9.45am Open 10.00am to 5.00pm	

No stall should pack up before 4:30pm and the exhibit must be on display during the whole event as we have a large number of visitors who may arrive in the afternoon and who must be afforded sight of the whole event.

Security

The site has CCTV coverage, but individuals and groups are responsible for the security of their own property. Vehicles and camps are left at the owner's risk.

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.

Application for Space

All applications for space must be made on the Booking Form, which must be signed by the stall holder/exhibitor. The Museum reserve the right to refuse any application.

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.

Sub-letting

No Stallholders/Exhibitors shall sub-let space allocated to them or move to any other site other than that allocated.

Withdrawal or Cancellation of space reserved

Where a Stallholder/Exhibitor withdraws from the event or cancels the space reserved for them for any reason or fails to attend, the Museum reserve the right to re-allocate such space and no refund will be given.

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.**

Observation of Regulations

While on the site, all Exhibitors/Stallholders, their employees or volunteers, shall be subject to the rules and regulations. The Museum staff have the power to order the removal of any article from the area or to close the stand of any Stallholder who does not conform to the regulations of the Museum or the direction of the event staff and if necessary to expel such Stallholder or their representative from the site.

Dogs

Please remember we **do not** allow dogs, other than assistance dogs, on site. If you are found to have brought a dog with you, you will be asked to leave the site.

Signed:

Dated:

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