



TOTNES DRAGON BOAT CHALLENGE 14 JULY 2019

Stall booking form

Cost for commercial operators £50
No charge for registered charities

Please check the event regulations shown overleaf before making a booking

Stall holders are responsible for compliance with relevant health and safety provisions and for public liability insurance. Please enter details of your insurance below and provide a copy of the policy schedule. The Rotary Club of Totnes will not accept liability for loss or damage caused by the activities of stall holders. Please complete and return the attached risk assessment.

Stall holders will need to provide all necessary equipment, there is no power or water supply on Longmarsh

Stall holder, company or charity name

Registered charity number (if applicable)

Type of stall (e.g. catering, ices, workshop, entertainment)

Contact name.....Phone.....

Postal address.....

.....Post Code.....

e-mail Signed Date

Public Liability Insurance

Insurance Company

Policy Number Expiry Date

Limit if indemnity £.....

Payment

Payment can be made by cheque made payable to The Rotary Club of Totnes.
You can also pay by bank transfer to 30-98-69 01213233 please show your name,
company or charity as reference.

Please send this form together with copy of insurance and the risk assessment to
Peter Ackland 107 Churchfield Drive, Bovey Tracey TQ13 9QZ or e-mail to
info@totnesrotary.co.uk

TOTNES DRAGON BOAT CHALLENGE 2019

LANDSIDE REGULATIONS

1. The Dragon Boat Festival is a charity and community targeted event – landside stalls will conform exclusively to this objective.
2. Stall holders are responsible for compliance with relevant health and safety provisions and for public liability insurance.
3. All race participants/organisers/stall-holders arriving at the venue by car on Longmarsh Car Park, Steamer Quay Road, Bridgetown and display a parking permit (supplied)
4. The race course (350 metres) will extend along a length of grassland beyond Longmarsh car park boundary; from this area spectators will be able to follow the progress of the boats. A public footpath runs the full length of Longmarsh on the immediate river bank – this must be kept free for access to the general public throughout the day.
5. Access will be granted to Longmarsh from 10am on Sunday July 14th.
6. Stall-holders will occupy the grassy area behind the footpath, at a safe distance from the water. Their stall locations will be identified on a site plan and these must be adhered to.
7. Should a special event alcohol licence be granted by SHDC, the stipulations concerning this licence must be enforced by the licence holder. No persons will be admitted to race in a Dragon Boat having previously consumed alcohol.
8. All persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene and possess corresponding certificates.
9. All individual participants must ensure that any waste they generate is removed from the site
10. All areas not designated for stalls etc. must always be kept clear .
11. All participants should make themselves familiar with the overall site plan, including the location of WCs and First Aid services (on Longmarsh Car Park).
12. A PA system will be in use to provide race commentary and in the event of urgent public announcements.
13. Entertainment monies raised or donations collected should be handed on 14th July to Totnes Rotary at the race registration tent.
14. Entertainment invoices, where applicable, should be drawn up to 'The Rotary Club of Totnes' and sent by 1st June 2019 to Rotary Club of Totnes Treasurer, David Stevens, Higher Beneknowle, Diptford, Totnes TQ97LU or info@totnesrotary.co.uk
15. **Wet weather contingency:** should the event follow a period of extended rainfall, then to avoid damage to Longmarsh, stalls will be erected on Longmarsh car park (alternative car parking will be available). Racing will continue unless weather conditions are extreme. In conditions beyond the control of the organisers resulting in the cancellation of the event on the day, the refunding of fees will not be possible.

TOTNES DRAGON BOAT CHALLENGE 2019 RISK ASSESSMENT

Please complete this section and return with your booking form

Stall holder, company or charity name

What risks do you identify in connection with your attendance at this event?

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Who might be affected?

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What steps are you taking to mitigate the identified risk?

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Signature of person completing risk assessment

Print nameDate