



HARBOUR SIDE COMMUNITY SPACE 2012 BOOKING FORM

Please print and complete this form.

Bookings taken from 31st JANUARY 2012.

Book early to avoid disappointment.

- Currently available to Community Groups Monday - Friday during the period April - September 2012.
- Please ring to check availability before booking, 01326 574 270.

The Community Space is situated beside the ice cream van on Harbourside. It may be booked for use by Community groups in the village and surrounding area. There is room for 4 tables.

Cost of the Community Space: £10 a day.

Rules and Regulations

1. The Community Space on Harbourside - priority will be given to Porthleven Village groups. The stall must be booked at least 2 weeks in advance.
2. Community Groups are required to provide their own table and display which must be free-standing and any damage by individual groups must be paid for immediately.
3. You are able to trade from 10.00am - 17:00pm. You may arrive to set up from 9.00am but no vehicle may at any time block the road. Vehicles may be parked on the Harbourside while unloading takes place, but they must be removed by 10:00am.
4. The space must be thoroughly cleaned at the end of each trading day, with all rubbish and debris removed by the stallholder/s. DO NOT use the public litterbins. Displays and tables must not intrude into the roadway or overflow into any other space.
5. It is the responsibility of all food producers to observe Environmental Hygiene Regulations (advice is available from Environmental Health Officer, Mr. Malcolm Ball on 01209 614187).
6. Payment is to be taken to the Porthleven Harbour Market office c/o Porthleven Holiday Cottages office in Celtic House when booking, or by cheque with the booking form 2 weeks in advance. A copy of your Public Liability will also be required at the time of booking. No refunds will be given.
7. Bookings are at the discretion of the Market Manager.
8. The Market Manager reserves the right to cancel bookings with no refund if Porthleven Harbour Market Rules and Regulations are not abided by.
9. These Rules and Regulations are subject to change at any time.

Please complete the following:

Community group name

Type of business

Address

Phone number

Email

DATES PREFERRED

Please indicate the dates you would like after you have contacted the office to check availability.

April 2012

May 2012

June 2012

July 2012

August 2012

September 2012

Total number of days

Cheques payable to: Porthleven Harbour and Dock (Markets).

Please send your payment along with a signed copy of this form and your Public Liability to:
Porthleven Harbour Market, Celtic House, Harbour Head, Porthleven, TR13 9JY

NB: Bookings are confirmed by payment. Please confirm that all dates are correct. Booking confirms that you have read and agree to abide by the Rules and Regulations.

Signature Date: