



**The Dominica UK Association (DUKA)**  
 Reg. Charity No. 276254 and Company Limited by Guarantee No. 10096536  
 c/o Barking Road Community Centre, 627-633 Barking Road,  
 Plaistow, London E13 9EZ  
 Serving Communities in the UK and in Dominica  
 ☎ : 07712 894 518; 07837 821 240



✉ : [management@duka.org.uk](mailto:management@duka.org.uk); : Web Page: <http://www.duka.org.uk>

**COMMUNITY FAMILY FUN DAY, MONDAY 2<sup>ND</sup>. MAY 2016  
 AT CRICKLEFIELDS ATHLETICS STADIUM: BOOKING/REGISTRATION FORM**

I/We register to participate in the DUKA Community Family Fun Day to be held on **Monday 2<sup>nd</sup> May 2016** at the Ilford Sports Club and Cricklefields Athletics Stadium.

Name of Stall/organisation:			
Contact name:			
Address:			
Telephone Number:			
Mobile Number:			
E-mail address:			
Quantity of Stalls by Type	Arts & Crafts		Beverages (non-alcoholic)
	Books		Cakes/Sweets
	Catering/Food		Jewellery
	Other (State):		Other (State):
Brief description of "Other" stall.			
Brief description of items to be sold. [			
Minimum Price of items:			
Maximum Price of items:			
Average Price of items:			
Public Liability Insurance Cover and expiry date. <b>(Enclose copy if applicable)</b>			
Food Hygiene Certificate and expiry date <b>(Enclose copy if applicable)</b>			
Describe the Stall space that your require:			
Describe briefly the equipment and accessories your will bring along, e.g. Marquee, Canopy, folding Tables, etc.:			
If your will require electricity state what appliance will be used and the voltage required:			
Please enclose your Risk Assessment if applicable:			

I have read, understood and agree to abide by the Terms and Conditions.

I enclose a copy of my Public Liability Insurance cover, Food Hygiene Certificate and Risk Assessment (where applicable) with this form **by 15<sup>th</sup> April 2016** unless otherwise agreed.

As required by clause 12 below I enclose or have made appropriate arrangements for immediate payment to DUKA.

Name of Contact/Principal Person: .....

Signature ..... Date: DD / MM / YYYY

Print Name of Your Organisation : .....



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**TERMS & CONDITIONS**

- 1) The Stallholder will be at the venue from 9.30am to allow adequate time for setting up to be completed by 11.30AM for the event which is scheduled to start at 12.00 noon.
- 2) The Stallholder must trade within the allocated space and not encroach outside the designated space.
- 3) The Stallholder is required to have insurance liability cover for damage or loss of any of equipment.
- 4) The Stallholder will be to hold appropriate public and third party liability insurance cover if applicable.
- 5) The Stallholder shall use the stall solely for the goods and services as agreed on the application.
- 6) The Stallholder must not sell or display any item that are hazardous and contravenes Health & Safety or liquor licensing legislation and good practice.
- 7) The Stallholder shall ensure that prices are clearly displayed and customers not over-charged.
- 8) Stallholders shall maintain their stall spaces in clean and sanitary condition and shall remove all boxes, packaging and debris at the end of the event at 7.00pm.
- 9) The Dominica UK Association (DUKA) shall not be held responsible for any accident that may occur from the exhibits or equipment brought onto the event site by the stallholder and will be indemnified against all claims, demands, proceedings, actions, damages, costs, expenses and any other liabilities in relation to the injury to or death of any person, or loss of or damage to any property, or any other loss which is caused directly or indirectly by any act or omission by the Stallholder, staff or agents.
- 10) *Postponement of Event* -The postponement or abandonment of the event either before the opening or at any other time during the course of the event shall not give rise to any claim whatsoever against DUKA.
- 11) *Cancellation of Event* - DUKA will not be liable for any payment to the Stallholder such as loss of business or the rejection of other opportunities to participate in DUKA's event.
- 12) **Payment:** Payment of **£25** for each Stall or allocated place (£40 if in the Sports Club Kitchen is available) will be made on booking and no later than two weeks prior to the event, to "DUKA" or "Dominica UK Association" by cheque with your Bank card details on the reverse, cash or electronic transfer using the following details: **Account Name:** DUKA, **Bank:** Lloyds, **Sort Code:** 30:92:93; **Account No:** 00 33 95 51, Ref.: "yourname-FunDay-2016". A copy of the payment Confirmation must be sent with your Registration form to the above address or via e-mailed to [management@duka.org.uk](mailto:management@duka.org.uk).