

**London Borough of Sutton
Application Form for Booking
Space in the High Street**



Contact Name			
Company			
Address			
City		Postcode	
Tele. No.		Mobile No.	
Email			
Website			

1. Please give a description of your business/organisation/body (Please provide a charity number if you are a registered charity)

2. List any equipment that you will be bringing e.g. van, trailer, table, chairs and also state if you will be distributing literature or products of any kind

3. Please state what type of event you will be undertaking

Choose an item.

If you have chosen other or are unable to select an option above, please state below the type of event you will be undertaking

4. Please state what date you want to hire Space in the Town Centre

	Start	End
Day		
Date		

5. Please state what times that you would be undertaking your event in the High Street

	Start	End
Setup time		
Trading time		
Breakdown time		

6. How many members of staff will be working the stand (in the space)

.....

7. Is this your first request for a space in Sutton High Street (Yes/No)

.....

8. If yes, please state other High Streets or markets that you have traded or solicited business

9. Please state which High Street you wish to be situated in, in addition to a preferred location. Please note that we will provide an alternative location for you if the space is already booked

High Street	
Trading time	

10. Will your event involve trading? (the sale of goods, exchange of monies or personal finance details) – If yes, please list what type of product/service will be provided

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11. Please confirm the policy number and value of your Public Liability Insurance

Number.....

Value.....

12. If applicable, please enter the make and model of your promotional vehicle or bus only if this is part of your event (Please note that if a vehicle is being used for your event for promotional purposes then a parking dispensation fee of **£12** per day will be required)

Vehicle make and model	
Registration no.	

After you have completed this form please return by email via opportunitiesutton@sutton.gov.uk or via post using the details below and the Town Centre Management Team will be in contact with you.

For safety reasons, please do not leave your equipment or stall unattended while in the high street.

Please note completion of this form does not guarantee a booking in your preferred location. In case of limited availability it is ideal that you have a secondary location in mind.

Please provide us with the following documents along with your booking form (checkboxes for office use only):

- **A Risk Assessment**
- **A copy of your Public Liability Insurance**

Town Centre Management Team
London Borough of Sutton
24 Denmark Road
Carshalton
SM5 2JG
Tel: 0208 770 5000

For office use only

Checked on		Checked by	
Payment Reference		Confirmed location	