**ABERDEEN MELA-ONE WORLD DAY 2018**

**BOOKING FORM FOR GENERAL STALL HOLDER**

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| --- | --- | --- | --- |
| Details of organisation and contacts | | | |
| Name of Organisation: |  | | |
| Main Contact Person: |  | | |
| Contact Number |  | | |
| Contact E-mail: |  | | |
| Website: |  | | |
| Contact Address: |  | | |
|  | | Post Code: |  |

|  |  |
| --- | --- |
| **(b)Type of organisation:** | |
| Commercial | Other – please give details |
| Not for profit |  |

|  |  |
| --- | --- |
| Description of your organisation and the service you want to provide | |
| **(a) Summary of category (tick relevant boxes) [See Note 2]** | |
| Providing Information | Children’s/ family activities (please describe) |
| Non-commercial Food (if you are a commercial food business please contact us) | Craft (please describe) |
| Other/– please specify | |

|  |  |
| --- | --- |
| Resource demands | |
| **(a) Space and stands needed** choose one of the following options | |
| Gazebo stands provided by us -for details see accompanying notes | Say here if needed: |
| There will be limited possibilities for other types of provision (e.g. Space on grass/ or your own gazebo please get in touch to discuss). |  |
| **(b) Tables/Chairs** |  |
| Do you want a table for our wooden stand maximum1– |  |
| Number of Chairs needed (maximum 2 per gazebo)– |  |
| **(c) Any Other types of resource needed –** -specify here and discuss needs with organisers |  |

|  |  |
| --- | --- |
| Possession of necessary certificates etc [Note 4] | |
| If you intend to serve food, do you have all necessary food hygiene certificates and other licences needed to serve the type of food you will be providing |  |
| Are you fully insured for the activity you will be undertaking? |  |

**N.B Please bring all certificates with you as they will be inspected before you will be allowed to set up your stall**

|  |
| --- |
| **5. Fees Payment: No Fees for Charity and Public Organisation’s stall. Donation Welcome** |

**Donation Payment:** Aberdeen Multicultural Centre. For BAC payment to A/C No: 11114969, Sort Code: 80-22-60, Bank of Scotland.

**Deadline:** The deadline to send the booking form is **30th June 2018**. **Stall booking allocation will be first come first get basis**

**Signed statement:** I have read the supporting documentation, and support the aims of Aberdeen Mela-OWD,

Signed

Name

Position in organisation

**Returning form**

Please return completed form as soon as possible by:

(1) Sending it as an attachment to an e-mail to mela@abmc.org.uk or by

(2) Posting it to the Aberdeen Multicultural Centre, 427 George Street, Aberdeen, AB25 1ER or

(3) Returning it to the person who gave it to you.