



GBGW Registration Form 2024

The **South West Herts Great Big Green Week** - coordinated by Watford and Three Rivers Friends of the Earth.

Thank you for your interest in this years **South West Herts Great Big Green Week** taking place from the **8th - 16th June 2024**, including the **Green Market Takeover on Sunday 9th June**. Please complete this registration form to include your event / activity/ market stall in the week and its associated publicity.

Deadline for all entries – **22nd April 2024**. No further entries will be accepted post this point as experience has shown that events added later do not receive sufficient publicity/ advertising.

If you would like to discuss your thoughts/ ideas/ suggestions do not hesitate to get in touch. All entries will be publicised widely through a range of media including an events programme and online events listings (small amendments can be made to online entries up to 24hrs before events).

Please complete this registration form to ensure we have all the relevant details for your market stall and/ or event and can include your details in our publicity.

If you would like to discuss any items in this form/ regarding your event and/ or stall do not hesitate to get in touch at sustainableswherts@greenwatford.uk.

All data will be held in accordance with Watford and Three Rivers Friends of the Earth Privacy Notice and Data Protection Policy which can be found at <https://greenwatford.uk/greenweek/>.

This form does not replace any of the requirements within the respective councils:

· For events planned to be held on/ in Watford Borough Council sites (i.e. parks and high street) please see the event guidance and registration details at:

https://www.watford.gov.uk/info/20048/events/48/holding_an_event_in_watford

· For events planned to be held on/ in Three Rivers District sites (i.e. parks) please the event guidance and registration details at: <https://www.threerivers.gov.uk/egcl-page/events-hire-of-park-grounds>

* Required

Completion of this section is required for all events

Questions marked with a * must be completed

Organisation Information

1. Name of your organisation (as you want it to appear to the public) *

2. Contact email (for us to contact you – this will not be made public) *

3. Contact name (for us to contact you – this will not be made public) *

4. Contact telephone(s) (for us to contact you – this will not be made public) *

5. Website, Twitter, Instagram, public Facebook page (if you have one)

6. Please send a high-resolution organisation logo ((jpg or png, 1MB plus)
to sustainableswherts@greenwatford.uk
Please send this alongside your event/ stall marketing photo as specified in the sections
below *

I have sent the organisations logo

7. **Great Big Green Week themes** - Please select which of the ten themes below your organisation/ your event (if different) covers? Please tick all that fit your event. This supports us in targeting our marketing of your event.

These are based on the One Planet Living framework visit <https://www.bioregional.com/one-planet-living>

Check all that apply *

- Health and happiness
- Equity and local economy
- Culture and community
- Land and nature
- Sustainable water
- Local and sustainable food
- Sustainable transport
- Sustainable materials
- Zero waste
- Zero carbon energy

8. What part of GBGW are you interested in running an event at? *

- GBGW events (over week 8-16 June)
- Green Market Takeover in Watford (9 June)
- Both

Great Big Green Week Event Information - 8-16 June 2024

If you are doing multiple events you can enter details for all events against each question, however please number your events under each response so we can clearly separate out the details for the programme.

9. Title of your event/ activity*.

Please create a title that clearly identifies and encourages people to come to your event. If hosting multiple events please clearly number each event here and in all subsequent responses. *

10. Please provide a short, engaging, summary of your event, maximum 160 characters inc. spaces. *

Description only here (we will ask for information about costs, booking and telephone numbers further down.) *

11. Date(s) of event *

South West Herts Great Big Green Week is between the 8-16 June 2024 so please make sure your event is within these dates. If your event runs over several days please make this clear. *

12. Event Start time * *

13. Event End time * *

14. Event Venue, including address and postcode* If it is online, please include the online link here *

15. For outdoor events please provide contact number and explain whether the event will go ahead in the event of bad weather / rain.

16. Is booking required? *

Yes

No

17. If booking is required, how will people get tickets?

Please provide contact details / weblink if applicable - if hosting multiple events please ensure booking details are clearly against each event number.

18. What is the cost of attending your event or is your event free to attend? *

If the event is free to attend please enter FREE. If your event has different costs for adults / children/ concessions, please provide details. *

19. Is your event: *

Child friendly/ aimed at children

Adult only

Suitable for all ages

Annotate in "Other" box if hosting multiple events and these have different target audiences

Other

20. Is your event accessible for people with disabilities?

(For more info/guidance <https://www.equalityhumanrights.com/sites/default/files/housing-and-disabled-people-engaging-with-disabled-people-event-planning-guide.pdf>)

- Wheelchair accessible
- Signing available
- Annotate in "Other" box if hosting multiple events and these have different accessibility options.
- Other

21. Please confirm which Council area(s) your event will take place in/ is relevant to (Three Rivers or Watford). Select all relevant Council areas.

- Watford
- Three Rivers

22. Please confirm if you are happy with your contact details being shared with the councils you have listed above for ongoing engagement on environmental matters (if yes you will be added to their mailing lists and will need to contact them directly in future if you wish to be removed).

- Yes
- No

23. Please provide a high-resolution organisation logo and an appropriate photo that illustrates your event for the programme ((jpg or png,1MB plus).

AND, if available, a link short video clip of the work you do to form part of a video montage. You must have permission and copyright to use the photo. Copyright free photos can be sourced from websites such as Unsplash. Please send the photo/ link to video to sustainableswherts@greenwatford.uk *

- I have sent a high-res photo for the programme, for which I have permission and copyright, or is copyright free.

24. Are you also running a stall at the Green Market Takeover on the 9th June? *

- Yes
- No

Green Market Takeover in Watford - 9th June 2024

Excitingly this year the Green Watford Market takeover has the potential to utilise the following spaces:

- the High Street, Watford from Pret a Manger to Paddy Power (the current Watford High Street market area)
- the High Street, Watford from L'artista to the Pond area (the Town Centre event space)
- the Atria Shopping Centre entertainment space

With this additional space we have options to be creative on the market content including space/ stalls with art and craft activities/ goods on sale/ information stalls etc. etc.

The Market as a whole will be "open" to the public from 11am-4pm (set up and clear down times to be confirmed).

The following are provided/ to be provided by stall holders:

To be provided by stall holders:

- Gazebo's
- Chairs
- Tables
- Power leads to gazebo's

Items that can be requested:

- Electricity (if requested)
- Standard Gazebo – approx. 3mx3m (if requested)
- Double Gazebo – approx. 6m x6m (if requested)

Cost to stall holders:

- Charity/ Voluntary organisation/ Not for profit – no charge
- Stall only being used to promote themes within the One Planet Living Framework (nothing for sale) – no charge
- Stalls selling merchandise linked to the One Planet Living Framework - £25
- Hot food stalls - £40

25. Please provide a short outline on what your market stall will sell/ contain/ promote *

26. Stalls at the Green Watford Market are priced at different rates dependent on the type of entity/ use of the stall.

Please select below the relevant category for your stall. We will contact you directly with details regarding payments. *

- Charity/ Voluntary organisation/ Not for profit – no charge (£10 holding deposit returned post market if stall held, cancellation of stall up to 1 week in advance of the market)
- Stall only being used to promote themes within the One Planet Living Framework (nothing for sale) – no charge (£10 holding deposit returned post market if stall held, cancellation of stall up to 1 week in advance of the market)
- Stalls selling merchandise linked to the One Planet Living Framework - £25
- Hot food stalls - £40
- Other

27. Please provide a high-resolution appropriate photo that illustrates your stall for the marketing information ((jpg or png, 1MB plus).

You must have permission and copyright to use the photo. Copyright free photos can be sourced from websites such as Unsplash.

If you are providing Hot or Cold foods please provide a menu of food you wish to sell.

Please send these to sustainableswherts@greenwatford.uk

Check all that apply *

- Images of your stall set up (as it would be on the market)
- Detailed Menu of the food you wish to sell (for food stalls)

28. Stall requirements - Please tick all that apply to your stall (we cannot guarantee any requests made but will do our best to accommodate your requirements). For "Other" – please describe other stall specific requirements (i.e. if specific size pitch is needed for your own gazebo/ stall etc.)

- Request electricity
- Apply to utilise a gazebo - standard (3m x 3m) - if come first served
- Apply to utilise a gazebo - double (6m x 6m) - if come first served
- Other

29. All Sole Traders/ Hot food vendors must provide the following as a Market pitch cannot be offered without these documents:

Please send copies of the documentation below sustainableswherts@greenwatford.uk.

Check all that apply

	Points A-B SOLE TRADERS ONLY	Points C-F HOT FOOD VENDORS ONLY
A - Proof of Address (driving license/ utility bill)	<input type="radio"/>	<input type="radio"/>
B - Photographic I.D. (passport/ driving licence)	<input type="radio"/>	<input type="radio"/>
C - Proof of Registration with your Local Council as a Food Business	<input type="radio"/>	<input type="radio"/>
D - PAT Testing and Gas Safety (if applicable)	<input type="radio"/>	<input type="radio"/>
E - Food Hygiene Rating (if applicable)	<input type="radio"/>	<input type="radio"/>
F - Food Hygiene Training Certificate (Level 2 or above)	<input type="radio"/>	<input type="radio"/>

30. Please provide an EMERGENCY CONTACT/S (name and contact number for the day) that you wish to be informed if you should be taken ill whilst working at the market *

31. **Disclaimer and signature** - I certify that information provided is true and complete to the best of my knowledge. If this application leads to a market stall, I understand that any breach of the requirements above can result in my pitch being terminated. Please name and date in text box. *

Wrap up questions

32. Please provide details of your Public Liability Insurance* (include Provider, Policy Number, End Date).

All in-person events and Market stall holders MUST hold their own Public Liability Insurance to take part in GBGW.

If you feel this is not applicable to your event please contact us directly. *

33. **Health & Safety and Safeguarding:** Watford and Three Rivers Friends of the Earth **can accept no responsibility or liability for your events/ stalls**, and we ask you to consider carefully any Health & Safety and safeguarding issues.
More information/guidance can be found via the links at base of <https://greenwatford.uk/greenweek/>. There is also an Risk Assessment Form available on the page if you require a template.
Please tick below as appropriate.

You need to tick these boxes for us to include your event/ stall in the GBGW.

*

Confirm

I confirm that we take responsibility for our own event. We will carry out any risk assessments required to protect the public and our members

I confirm that we have considered whether there are any safeguarding issues for our event, and addressed them in an appropriate manner

I confirm that we have appropriate public liability insurance (if required) for the event or will have in place by the time of the event takes place

34. Is your group able to donate towards the running of **South West Herts Great Big Green Week**? Please select the appropriate option (we will contact you directly with details regarding payments):

Sorry, not this time

£5

£10

£20

Other

Other

35. Data Protection (to enable Watford and Three Rivers of the Earth to contact you in future, and if applicable pass your details to others interested in your work.

I agree to my contact details being held by Watford and Three Rivers Friends of the Earth for future communication on similar events and activities.

I agree to my contact details being passed onto customers who enquire about my product or service via Watford and Three Rivers Friends of the Earth.

36. Let us know if you have any additional questions about your participation in South West Herts Great Big Green Week.

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