



## GBGW Registration Form 2025

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

Thank you for your interest in the 2025 **South West Herts Great Big Green Week** taking place from the **7th - 15th June**, including the **Watford Green Festival**, on Watford High Street, **on Sunday 8th June**. Please complete this registration form to ensure we have all the relevant details to include your event / activity/ festival stall in the week and its associated publicity.

Deadline for all entries – **21st April 2025**. 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 or this form do not hesitate to get in touch at [sustainableswherts@greenwatford.uk](mailto:sustainableswherts@greenwatford.uk).

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).

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 and is solely for use in presenting and promoting events across the week:

- 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](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 see the event guidance and registration details at: <https://www.threerivers.gov.uk/egcl-page/events-hire-of-park-grounds>

## 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 number(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) and a high-resolution appropriate photo that illustrates your event/ festival stall 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 logo and photo/ link to video to [sustainableswherts@greenwatford.uk](mailto:sustainableswherts@greenwatford.uk)

\*

I have sent the organisations logo

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

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 7-15 June)
- Watford Green Festival (8 June)
- Both

## Great Big Green Week Event Information - 7-15 June 2025

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 \*

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 (and clearly described meeting point if outside).\* 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. Are you also running a stall at the Watford Green Festival on the 8th June? \*

Yes

No

# Watford Green Festival on Watford High Street - 8 June 2025

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

**To be provided by stall holders:**

- Gazebo's - if stall holders have their own (see options below)
- Chairs
- Tables
- Power leads to gazebo's

24. Please provide a short outline on what your festival pitch will sell/ contain/ promote \*

25. Pitches at the Watford Green Festival are priced at different rates dependent on the type of entity/ use of the stall.

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

- Charity/ Voluntary organisation/ Not for profit/ government body – no charge (£10 holding deposit returned post market if stall held, cancellation of stall up to 1 week in advance of the market)
- Stall being used by a business to promote themes within the One Planet Living Framework - £10
- Stalls selling merchandise linked to the One Planet Living Framework - £25
- Stalls requiring electricity - £40
- Other

26. Pitch requirements. We kindly request that groups that own gazebo's bring their own, so we can offer those that don't a pitch and fully use the space we have available to us. 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 (if you do not have your own) - standard (3m x 3m)
- Apply to utilise a gazebo (if you do not have your own) - double (6m x 3m)
- Other

27. All Sole Traders/ food vendors must provide the following as a pitch at the Green Festival cannot be offered without these documents:

Please send copies of the documentation below [sustainableswherts@greenwatford.uk](mailto:sustainableswherts@greenwatford.uk).  
Check all that apply

- SOLE TRADERS - Proof of Address (driving license/ utility bill)
- SOLE TRADERS - Photographic I.D. (passport/ driving licence)
- FOOD VENDORS - Proof of Registration with your Local Council as a Food Business
- FOOD VENDORS - PAT Testing and Gas Safety (if applicable)
- FOOD VENDORS - Food Hygiene Rating (if applicable)
- FOOD VENDORS - Food Hygiene Training Certificate (Level 2 or above)
- FOOD VENDORS - a menu of food you wish to sell

28. 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 festival \*

29. **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

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

All in-person events and Green Festival pitch 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. \*

31. All involved **MUST** carry out their own **risk assessment** for their events. Watford and Three Rivers Friends of the Earth **can accept no responsibility** for the risk assessment and management of other groups events over the GBGW. \*

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

32. **Health & Safety and Safeguarding:** Watford and Three Rivers Friends of the Earth **can accept no responsibility or liability for your events/ pitch**, 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. \*

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

33. 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

34. 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.

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