



GBGW Registration Form 2026

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 2026 **South West Herts Great Big Green Week** taking place from the **6th - 14th June**, including the **Watford Green Festival**, on Watford High Street, **on Sunday 7th 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.

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When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* 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) *

Enter your answer

2. Contact email (this will be made public unless you note otherwise) *

Enter your answer

3. Contact name (this will be made public unless you note otherwise) *

Enter your answer

4. Contact telephone number(s) (this will be made public unless you note otherwise) *

Enter your answer

5. Website, Instagram, public Facebook page (if you have one) - for us to share GBGW week promotions to/ link to across publicity *

Enter your answer

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 to a 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 gbgw@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. What part of GBGW are you taking part in? *

GBGW events (over week 6-14 June)

Watford Green Festival (7 June)

Both

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* Required

Great Big Green Week Event Information - 6-14 June 2026 - Main event

If you are doing multiple events please enter each event separately - at the end of this section of the form there is an option to add your other events. **please submit your events in your order of priority for publicity.** Note - for those organisations that are running the same activity on multiple dates these can be added together in this section, rather than repeating the same data.

8. Title of your event/ activity.

Please create a title that clearly identifies and encourages people to come to your event.

*

Enter your answer

9. Please provide a short, engaging, summary of your event clearly explaining the what and why, maximum 160 characters inc. spaces.

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

Enter your answer

10. Date of event.

(If your event runs over several days please make this clear.) *

Enter your answer

11. Event Start and End times *

Enter your answer

12. Event Venue, including address and postcode (and clearly described meeting point if outside), and What3Words if available. If it is online, please include the online link here *

Enter your answer

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

Enter your answer

14. Is booking required? *

Yes

No

15. If booking is required, how will people get tickets?
Please provide contact details / weblink if applicable.

Enter your answer

16. 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. *

Enter your answer

17. Is your event: *

Child friendly/ aimed at children

Adult only

Suitable for all ages

18. 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

Other

19. 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

20. 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

21. Are you running another event? *

Yes

No

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* Required

Watford Green Festival on Watford High Street - 7 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:

- Gazebos - if stall holders have their own (see options below)
- Chairs
- Tables
- Power leads to gazebos

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

Enter your answer

9. 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 (a £10 holding deposit will be requested from organisations and returned post the festival if the organisation attends or cancels the stall up to 1 week in advance of the market.)
- Stall being used by a business to promote sustainability themes - £10
- Stalls selling merchandise linked to the sustainability themes - £25
- Stalls requiring electricity - £40
- Other

10. Pitch requirements. Please tick all that apply to your stall, for "Other" please describe other stall specific requirements eg if specific size pitch is needed. **We kindly request that groups who own gazebos bring their own**, so we can offer a pitch to those that don't and fully use the space we have available to us. We cannot guarantee all requests made but will do our best to accommodate your requirements.

- 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

11. 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 gbgw@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

12. 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 *

Enter your answer

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

Enter your answer

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* Required

Wrap up questions

More information/guidance on involvement in the GBGW 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.

14. 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. *

Enter your answer

15. All involved MUST carry out a **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

16. **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. *

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

17. 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

18. 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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