

Event Registration Form

Thank you for your interest in participating in our upcoming event! Please complete the following registration form with the required details. Your submission will be reviewed, and we will confirm your participation once all necessary documents and payments are received. **Completed registration Forms are to be submitted to admin@cdcn.org.uk by 31 March 2025.**

Organisation / Group Information

- **Name of the Organisation / Group:** _____
 - **Responsible person's name:** _____
 - **Email address:** _____
 - **Mobile number:** _____
 - **Type of Trader** (Please tick the appropriate box):
 - ☐ Food Trader
 - ☐ Ice Cream Van (Only two authorised to trade)
 - ☐ CDCN Community Merchandise Trader
 - ☐ Non-CCDN Merchandise Trader
 - ☐ Community Promotions
 - ☐ Procession / Parade Participant / Cargo Bikes / Vintage Cars / 4 x 4 USV / Floats / Steam Engine
 - ☐ Stage performances
 - ☐ Other (Please specify): _____
-

1. Food Traders Only

- **Type of food providing:** _____
 - **Food Safety Certificate:**
 - ☐ Yes
 - **Insurance:**
 - ☐ Yes
 - **Risk Assessment:**
 - ☐ Yes
 - **Commitment to Sustainability:**
 - ☐ Yes, I will provide food using locally sourced ingredients and eco-friendly cutlery, bowls, and packaging (Green, recyclable, or compostable)
 - ☐ **Payment Details for CDCN Food traders only**
 - ☐ £30 non-refundable deposit required upon registration
 - ☐ £40 rent to be paid 15 days in advance
 - ☐ **Payment Details for Non-CDCN Food traders**
 - ☐ £30 non-refundable deposit required upon registration
 - ☐ £70 rent to be paid 15 days in advance
 - **Report Time and Setup:**
 - ☐ **Date:** Saturday, 19 July 2025
 - ☐ **Arrival Time:** 08:30 AM (at Lower Castle Park)
 - ☐ **Contact Person for Setup:** Umesh Kumar Pun MVO
-

2. Ice Cream Vans Only (Two vans authorised)

- **Food Safety Certificate:**
 - ☐ Yes
- **Insurance:**
 - ☐ Yes
- **Risk Assessment:**

- Yes
- **Payment Details:**
 - £300 non-refundable rent per van (to be paid on registration)
- **Report Time and Setup:**
 - **Date:** Saturday, 19 July 2025
 - **Arrival Time:** 10:00 AM (at Lower Castle Park)
 - **Contact Person for Setup:** Umesh Kumar Pun MVO

Additional Information

- **Special Requirements or Requests:** _____
- **The trader needs to display a warning for the customers about the allergies.**

3. Merchandise Traders

- **CDCN Community Merchandise Trader:**
 - **Insurance:**
 - Yes
 - **Payment:**
 - Rent of £50 to be paid 15 days in advance
- **Non-CDCN Merchandise Trader:**
 - **Insurance:**
 - Yes
 - £30 non-refundable deposit required upon registration
 - £40 rent to be paid 15 days in advance
- **Report Time and Setup:**
 - **Date:** Saturday, 19 July 2025
 - **Arrival Time:** 09:00 AM (at Lower Castle Park)
 - **Contact Person for Setup:** Umesh Kumar Pun MVO

4. Community Promotions (No Rent Payable)

- **Promotions:**
 - Yes, I would like to participate in community promotions at the event
- **Report Time and Setup:**
 - **Date:** Saturday, 19 July 2025
 - **Arrival Time:** 09:00 AM (at Lower Castle Park)
 - **Contact Person for Setup:** Umesh Kumar Pun MVO

5. Will you be participating in the procession or parade or with / Cargo Bikes / Vintage Cars / 4 x 4 USV / Floats / Steam Engine.

- Yes
- No
- **Insurance:**
 - Yes
- **Number of Participants:** _____
- **Number of Cargo Bikes / Vintage Cars / 4x4 USV / Floats / Steam Engine:** _____
- **Will you have any promotional banners?**
 - Yes (Please describe): _____
 - No
- **Report Time:**
 - **Date:** Saturday, 19 July 2025
 - **Arrival Time:** 12 pm (Sir Isaac's Walk for procession / parade. Cargo Bikes / Vintage Cars / 4 x 4 USV / Floats / Steam Engine at Essex Street and Headgate.

- **Contact Person for reporting:** Umesh Kumar Pun MVO
-

6. Will you be participating in the stage performance?

- Yes
 - No
 - **Number of performances:** ____ (Maximum two only)
 - **Number of participants:**
 - **Title of Song/s:**
 - **Access to music:** YouTube, MP3, Memory stick etc
 - **Report Time:**
 - **Date:** Saturday 19 July 2025
 - **Arrival time:** 20 minutes before your show (Follow stage show program)
 - **Contact person:** Ross Mason
-

- **Emergency Contact Information:**
 - Name: _____
 - Phone Number: _____
-

Payment Details

Please note that all payments must be received by the specified deadlines to confirm your participation:

- **Non-refundable deposit for Food Traders both CDCN and Non-CDCN: £30**
- **Final payment for CDCN Food traders: £40 must be made 15 days in advance**
- **Final payment of £70 for Non-CDCN Food Traders must be made 15 days in advance**
- **Rent for Merchandise Traders: £50 (CDCN) to be paid 15 days in advance**
- **Rent for Merchandise Traders (Non-CDCN) £30 non-refundable deposit paid on registration and £40 rent to be paid 15 days in advance.**
- **Ice Cream Vans: £300 non-refundable rent per van upon registration**

Payment methods will be provided upon submission of this form.

By submitting this registration form, you agree to abide by all event terms and conditions. Please ensure all necessary documentation (food safety certificates, insurance, risk assessments) are provided at least 15 days before the event date.

Signature: _____

Date: _____

Thank you for your cooperation, and we look forward to welcoming you to the event!