

# Helensburgh & Lomond Highland Games

## Charity Number - SCO39407

### Charitable Groups Application (£30) Highland Games – Saturday 12<sup>th</sup> June 2010

Name of Club / Charity

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Name of main contact

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Address

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Telephone No: (Home)

(Work)

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E-mail Address (Must be provided: \_\_\_\_\_)

Full Description of Exhibit / Sale of Goods - \_\_\_\_\_

Space available to each Stall Site is 3 X 3 meters. Maximum Depth of Stand must be no more than 3 meters (This will include tow bars & trailers) if a larger space is required this will incur an added cost, details available upon request. (You Must provide your own Stall / Gazebo).

Please note that no application will be processed unless the Risk Assessment has been completed and a copy of any relevant Health & Safety Certificates & Public Liability Insurance (if applicable) are attached to the Application form with the appropriate fee.

The Stalls Coordinator will be on site from 7:30 am on Saturday the 12<sup>th</sup> June 2010.  
Stall Holders should liaise with him on arrival.

Stalls Coordinator: Ian MacQuire, 07835 403 508 – [ian.macquire@live.co.uk](mailto:ian.macquire@live.co.uk)

You will be advised if your application is successful.

Closing Date for Applications is 31<sup>st</sup> March 2010, if fee is not paid by this date, site will be re-allocated; there will be a reserve list for applications.

I AGREE TO ABIDE BY THE REGULATIONS GOVERNING TRADE STAND APPLICATIONS.

**Closing Date for Applications 31<sup>st</sup> March 2010**

Signature:

Date:

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**For Office Use Only**

Date Application Received:

Stand No:

Fee: Charitable / Sports Clubs / Local Clubs & Groups £30  
(Cheques made payable to Helensburgh & Lomond Highland Games)

Return to: Ian MacQuire  
HLH Games Secretary  
11B Kirkmichael Road  
Helensburgh  
G84 7NH

Helensburgh & Lomond Highland Games Website address is:  
[www.Helensburghandlomondgames.co.uk](http://www.Helensburghandlomondgames.co.uk)

# Helensburgh & Lomond Highland Games

## Charity Number - SCO39407

### RISK ASSESSMENT FORM

Please complete all sections which are applicable to your stall

To Download: File / Save as "TS08xxRA.doc" / Type your details / Send to Mail Recipient as an attachment with the subject as "HLHG Trade Stand"

<b>Name</b>			
<b>Address</b>			
<b>Signature</b>		<b>Date</b>	
<b>Event</b>	<b>Helensburgh &amp; Lomond Highland Games</b>		
<b>Date</b>	<b>Saturday 12<sup>th</sup> June 2010</b>		
<b>Hazard</b>	<b>Persons Affected</b>	<b>Risk Level (Low / Medium / High)</b>	<b>Control Measures</b>
<b>Vehicle Movements</b>	<b>Public</b>	<b>High</b>	<b>Use hazard flashers when moving in the site. Keep speed below 10 mph. No vehicle movement after 9:45 am</b>
<b>Handling Equipment</b>			
<b>Erection of Stall</b>			
<b>Working at Heights</b>			
<b>Handling Stock</b>			
<b>Slips - Trips - Falls</b>			
<b>Power (mains/generators)</b>			<b>Do you have the correct fire safety equipment &amp; are your certificates in date</b>
<b>Fumes</b>			
<b>Noise</b>			
<b>Fire / Flammable Materials</b>			<b>Do you have the correct fire safety equipment &amp; are your certificates in date</b>
<b>Rubbish / Waste Materials</b>			
<b>Other</b>			

**Please Note: A copy of any Health & Safety Certificates held should be included with your application.**  
 If Stall Units that require fire extinguishers /Fire Blankets /Health Certificates etc, do not have the correct equipment & certificates in date on the day of the Games they will be refused admission to the Games Site, stalls that could be effected include: Food Units, Drink Units, Units that use a power source, etc.