

Vendor Booking UK Venue Registration Form - 2023

Please complete the form and send by email to hello@vendorbookinguk.co.uk

Or call 02087130394 if you need to speak with a member of the VBUK team

Group Account Name (Required) :

Venue Name (Required):

Full Address (Required):

Postcode (Required):

Primary Email (Required):

Secondary Email (Recommended as a backup):

Contact Landline Phone Number (Required):

Secondary Contact Number (Landline or mobile):

Contact/s (Required): 1) First Name -

Last Name -

2) First Name -

Last Name -

Venue Information (Description of event area, additional building information welcome):

Number of people on site (Required, daily average and max capacity):

Parking Information (is parking available on site, free of charge/upon request/first come first serve etc.):

Congestion/ULEZ/Clean Air zone etc.?:

Loading/unloading information (where to unload):

Access to Building (Steps/lifts/disability access):

Please answer YES/NO to each of the following -

Do you provide tables (Please add how many are available per event. Provision of tables is highly recommended if parking is not available):

Do you require event posters:

Is ID required to access the site/building:

Public Liability Insurance: YES / NO Minimum Liability Amount : £

Risk Assessment & Method Statement: YES / NO

Is there any charge for Vendors to attend events at your Venue (please DELETE below as necessary):

No Charge - Table Fee (£x) - Charitable Donation (e.g. x% of sales) - Other

Additional Fee Information (BACS information, charity link, other):

Is there access to power or water available for Vendors if required for their stall setup:

Do you have an onsite café or similar:

Are you able to accept food/drink Vendors (Please DELETE as necessary): **YES** **NO**
INDOOR **OUTDOOR**

Do you have any branded representatives who already attend your Venue (Body Shop, Tropic Skincare, Usborne Books etc.):

Special Instructions or arrival procedures if applicable (i.e. security barriers, buzzer to call reception, loading bay in a different street with directions):

Event availability (default Mon-Fri, delete as needed): **Regular Day/s of the Week - Specific Dates**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Event times (10am arrival, 11am event start, 3pm finish are most popular and recommended)

Arrive From -

Event Start -

Event End -

Are you hosting any specific or themed events (Christmas Market, Easter Fair, Wellbeing Market, Charity Day... anything you want some Vendors for?):

Event/s -

Date/s -

Please duplicate above as needed

BY DEFAULT, VENDOR BOOKING UK ASKS ALL VENDORS TO PROVIDE PUBLIC LIABILITY INSURANCE FOR ALL EVENTS. Please outline below and send to hello@vendorbookinguk.co.uk, any additional documents such as Risk Assessment, Method Statement, security pass/form or anything else required for events at your Venue to take place: