



Festival of Cricket 2013

Organised by the Sri Lankan Schools OBAs in the UK

COMMERCIAL CHARGES & RATES

Sponsorship Package	GOLD	SILVER	BRONZE
Cost	£ 10,000	£5,000	£2,500
Marquee Size	6m x 6m	6m x 6m	6m x 3m
Entrance Tickets	50	20	10
Car Park Tickets	20	8	5
Hospitality Tickets	10	5	3
Web Site Banner	1	1	1
Ground Banner	15	8	4
Souvenir Advert	Back Cover	Inner front cover	Inner Back Cover
Tables	7	4	3
Chairs	15	10	8
Electricity	1.5Kva - 240V 2 Sockets	1.5Kva - 240V 2 Sockets	1.5Kva - 240V 2 Sockets
Announcement	Free	Free Limited	Free Limited
Leaflet Publicity	Free as main sponsor	Free as co-sponsor	Free Logo Advert
Paper Publicity	Free as main sponsor	Free as co-sponsor	Free Logo Advert
Web Publicity	Free as main sponsor	Free as co-sponsor	Free Logo Advert

Marquees	Size	Electricity	Tickets		Waste* Surcharge
			Car Park	Entrance	
Business(no cooking)	4m x 4m	Yes	4	5	£450 / £50
Trade / with cooking	3m x 3m	No	3	4	£350 / £400 / £50/£100
OBAs/OGAs	3m x 3m	No	3	4	£275 / £50
Charity	3m x 3m	No	3	4	£275 / £50

Trestle Tables / Chairs

Two Tables (6' x 2'-6") and four chairs will be allocated to each of the above marquees types. Marquee holders will be held responsible for the safe return of all furniture to the designated area at the end of the event

Advertisements			
Souvenir			
Center Page Banner	Inner Front Cover	Full Page	Inner Back Cover
£200	£250	£150	£200
Web Site Banner			
£150 per annum			
Onsite Advertisement			
Ground Banner	Leaflet Distribution		
£150	£150		

Waste Surcharge - £50.00 (non cooking stall) & £100.00 (cooking stall)- Refundable if the area is clean after the event

Entrance Tickets:

Adult	£6.00
Children	£3.00
Car Park:	£6.00
Hospitality Tickets	£30.00

Hours of Trading 9.00 am to 7.00 pm

Doors open 8.00 am to 8.00 pm

THE ORGANISERS RESERVE THE RIGHT TO STRICTLY ENFORCE THE AGREED TERMS & CONDITIONS.

Website : www.festivalofcricket.org

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TERMS & CONDITIONS:

- * Stall-holders are not permitted to sell any alcoholic beverages under any circumstances.
- * Electricity, gas and water will NOT be supplied to any trade, OGA, OBA and charity Marquees but there will be a designated area for drinking water.
- * The sale of any cooked or packaged food must strictly comply with prevailing Food Hygiene regulations and it is the responsibility of the seller of such items to ensure that they comply with the food and hygiene regulations.
- * Stallholders are restricted to the trade for which they have been authorised on their application forms.
- * Marquees and trade stalls must be kept clean and tidy at all times. All waste must be emptied into the bins provided.
- * A designated car parking area will be provided for stall-holders. Stall-holders will have 3 car-parking tickets and 4 entrance tickets. Access to the grounds will be granted at 7.00am on Sunday 28th July 2013
- * Stallholders must have valid public liability insurance
- * **Stallholders must strictly comply with Health & Safety regulations to handle LPG gas cylinders and electric equipment such as generators.**
- * All Complimentary Car Park ticket holders MUST carry their Complimentary Entrance ticket with them at all times. In the absence of this they are required to buy a ticket at the entry point.
- * The FOC will not be held responsible for any loss or damage caused to any goods, provisions or items of value of the stall holder. The stall holder shall be responsible for all such items at all times. **If the event is cancelled or abandoned, stallholders should have their own insurance to recover any losses.**
- * Stall-holders shall indemnify the FOC for any loss or damage caused to the marquee, furniture or any other item provided to the stallholder by the FOC.
- * The use of loudspeakers and playing of loud music or musical bands is strictly prohibited unless prior written authorisation has been obtained from the Chairman of Fund-Raising FOC.
- * **Alcohol and bottled beverages are not permitted on the grounds and will be confiscated at the point of entry.**
- * All Marquee allocations are made on a "first comes first served basis".

APPLICATIONS FOR MARQUEES

If you are interested in a Business/Trade Marquee please fill in the attached Application Form (on page 4) and return it with a cheque made payable to "Festival of Cricket" no later than 15th June 2013 to the **address indicated on the Application Form**

For more information please contact: Sponsorship & Business Marquees

Methsiri Wijeratna

Mobile : 07956 576768

Email: wijeratna@aol.com

Trade stalls

Upul Ekanayake

Mobile: 07751 671460

Email : upul.ek@btopenworld.com

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Trading Standards Requirements

Food and Hygiene Regulation

Frozen food should be stored below -18°C

Chilled food should be stored between 1°C - 4°C

All uncooked meat should be stored separately below 4°C from cooked meat.

Cooked food should be kept refrigerated

All staff must wear clean clothes when handling food. Food preparation staff should wear a clear apron and head covering. Food serving staff should wear a tabard and gloves.

Keep your cooking and display area clean at all times.

All display food should be kept in clean closed containers.

All food should be kept in safe food storage and off the floor.

Stallholders must provide their own bin bags/refuse sacks.

Health and safety Regulations

You must bring fire blankets.

Have a properly equipped first aid kit.

Trading Standards

You must display Basic Food and Hygiene Certificate

Your stall should display a price list

You should have public liability insurance.

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APPLICATION FORM

I/We wish to take part in the FOC on Sunday 28th July 2013 at Merchant Taylors School, Northwood, HA6 2HT

I/We hereby apply to take one/more of the following options:

Please tick (✓) your selection

Sponsorship	Gold	
	Silver	
	Bronze	
Marquee	Business Marquees	
	Trade Marquees	
	Charity Marquee	
	OGAs/OBAs Marquee	
Banners	1 x Ground	
Advertisement	FOC Souvenir	
No. of Hospitality Tickets		

Name of Marquee Holder:.....

Company Name:.....

Address

.....Postcode:.....

Telephone:.....Email:.....

Brief description of use of the marquee:.....

.....

.....

I/We enclosed a cheque for £.....payable to "**Festival of Cricket**".

I/We have read the terms and conditions of the "Festival of Cricket" and will comply with them. Marquee holders must take their own insurance for their supplies. The organisers have taken all weather insurance for the event only.

Signed

Print Name:.....

Date:.....

Return to:

TRADE STALLS : Upul Ekanayake
204 Dumbreck Road
London
SE9 1RH

BUSINESS / SPONSORSHIP : Methsiri Wijeratna
MARQUEE : 18 Haydon Road
Dagenham
RM8 2PA

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Official Use Only

Cheque Received.....Referred by.....
Marquee Allocation.....Hospitality Ticket.....
Invitation Posted.....
Entrance Ticket

Car Park Ticket.....Received no. of Banners.....

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