

Riverfest is a free fun family event that attracts some 4,500 local people – your charity needs to be there! The annual Riverfest celebrates the heritage, community, businesses and wildlife associated with the historic Medina River. It is organised by Newport Carnival & Community Events Association (NCCEA), who for over 100 years have organised many events in and around Newport.

The event aims to achieve the following;

- To raise awareness of the water environment and in particular the River Medina
- To encourage community involvement
- To promote sustainable transport
- To support local organisations and businesses

This year's event is being supported by Newport & Carisbrooke Community Council. The Quay is used thanks to kind permission of the Isle of Wight Council. The event will be promoted through the local press, on our websites, social media, posters and banners.

Charities are asked to make a contribution of between £15 and £75 to help pay towards the cost of putting on this event. Spaces are limited so don't put off sending this form back. **We must have this by the 10th April, at the latest.**

The Isle of Wight Council states that all traders must have 10-million-pound public liability insurance if you are trading on council grounds.

To book a space please fill in the form below and return it electronically or scanned by email or post. **Keep a copy for yourself.** A confirmation will be sent. For any queries contact Newport Carnival & Community Events Association on 07794 216319 or via email info@riverfest.org.uk. If your organisation is selling food, it is a legal requirement to register with the IW Council - Tel 01983 823000.

If your charity collects money or sells goods you must obtain a free Charity Street Collection Permit from the IW Council – 01983 821000. You can also apply online by using the IW Council form which can be found here – riverfest.org.uk/street-collection

Please note - you must send us a copy of your third party and public liability insurance*

You need to provide your own table, chairs, waterproof covering, display boards etc.

Please note: this is a windy site on a hard-standing, so **everything must be anchored very securely, especially any inflatables.** We do not recommend the use of gazebos on the site; however, it is down to the individual business or charity if you/they decide to erect one, NCCEA will not be held accountable for any incidents, accidents or injury. Generators are permitted on site but please inform us in advance. Arrangements maybe able to be put in place to supply power. This must be arranged in advance. No balloon releases. No lanterns.

Paddy McHugh on behalf of Newport Carnival & Community Events Association

To guarantee a place book by 30th March 2024 ✂ please cut along the line below and return at the earliest possibly opportunity.

We will use this data to keep in touch with you about this event and the work of Newport Carnival & Community Events Association. It will be shared with third parties, such as the IW Council, and government bodies for the purposes of law enforcement. You can request to be removed from our records at any time.

Tick this box to agree.

Name of Organisation: _____ Contact Name: _____

Description of goods or service: _____

Phone Number: _____ Email: _____

Address _____ Post Code: _____

Please note the minimum amount payable for a pitch is £50 which gives you a 3.5m wide pitch – larger pitches are negotiable.

I/we enclosed a copy of the Isle of Wight Council's Charity Street Collection Permit (if applicable)

I/we enclosed a copy of third party/public liability insurance

I/we will follow instructions given by event organisers and stewards on the day

If you require electricity - please tick here - if ticked, we will be in touch to gather more details.

*I/we enclose payment of £ _____ made payable to **Newport Carnival** via cheque, cash or confirm a payment has been sent to via bank transfer to sort code **309599** account number **02410599** (Lloyds Bank) with reference **Riverfest.***

Signed _____ Print name _____

Please note that Newport Carnival & Community Events Association cannot be held responsible for any damage or loss. You should ensure that your organisation is adequately insured and that you take care of your property. You are responsible for making sure that your displays etc are safe. The committee reserves the right to reject any application without explanation. In the unlikely occurrence of the event being cancelled or curtailed we regret that donations and fees cannot be returned.

**Require Larger Print? Contact 07794 216 319 (weekdays after 4pm)
or email info@riverfest.org.uk**