

## Alex Boathouse Booking Form

Business name:

Name:

Address:

Phone number:

Email:

Website:

Products to be exhibited:

Date of Booking:

We like to keep our website updated with details of exhibitors using the Alex Boathouse. If you would like us to add your details, please give a short paragraph describing your product and a picture or two.

Your hire of the Alex Boathouse begins on the Friday morning, the date you have been given, and finishes on the Thursday evening. Please do not arrive on the Thursday evening to set up unless you have previously arranged this with the current exhibitor.

You will receive a weekly parking permit for each week you are booked into the Alex Boathouse, a maximum of two per week per booking. Access through the bollards closer to the Alex Boathouse is only granted for unloading and loading, do not block the

footpath or load/unload at busy times. Do not park your car next to the Alex Boathouse at any time, please use the car park.

You will need to have public liability insurance to the amount of £5million to exhibit in the Alex Boathouse. Please can you send a copy of your insurance certificate with this booking form.

All exhibitors using the Alex Boathouse at any one time need to be insured individually. If you are sharing the boathouse with another exhibitor/s who is not insured, but you are happy to represent other exhibitors with your insurance, you must have indemnity insurance to the amount of £5 million.

Please can you sign below to declare that you are happy to represent exhibitors sharing the Alex Boathouse with your insurance, and that you have £5 million indemnity insurance.

Signed .....

Date.....

All artwork is displayed at the exhibitors own risk and Carlisle City Council cannot be held responsible for any damage or loss that occurs whilst using the Alex Boathouse.

In order to ensure that the Alex Boathouse is kept in a good condition for the next people:

- Please do not put any nails or hooks into the walls
- Please leave the boathouse tidy and swept.
- Please take your rubbish away with you.

#### Payment

Payment for the Alex Boathouse is 15% of your takings.

For auditing reasons, we need to record the takings of each exhibitor is making, when making your 15% payment to the tearoom please also declare your takings.

Please make payment in the tearoom no longer than 7 days after leaving the boathouse.

All cheques payable to Carlisle City Council

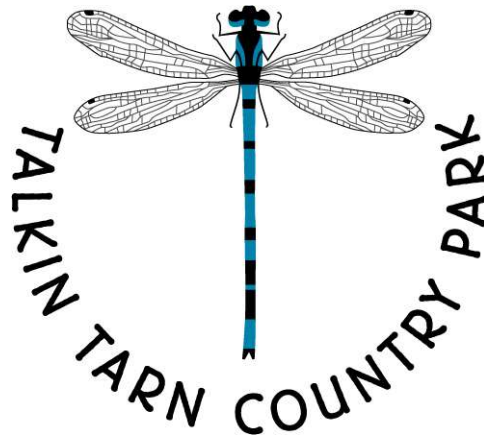
Please return this form and a copy of your insurance certificate to:

[talkintarn@carlisle.gov.uk](mailto:talkintarn@carlisle.gov.uk)

Please keep a copy of this form for your information.

Carlisle City Council reserves the right to cancel exhibition bookings if future dates clash with other council priorities.

Hope you have a successful week.



### Alex Boathouse declaration of takings

For our auditing reasons, we need to record exhibitor takings made in the Alex Boathouse. Please could you fill in this form and hand it in with your 15% commission.

Thank you

Exhibitor name.....

Date in boathouse	Total takings	15% commission for Talkin Tarn

## **Fire Procedure Alex Boathouse**

Please make time to familiarise yourself with the fire procedure for the Alex Boathouse. If there is a fire please sound the alarm by shouting Fire!

Leave by the nearest exit, i.e. the front door.

Ensure everyone is out of the building and carry out any necessary head count.

Assemble in the car park.

Call the fire brigade 999 if necessary.

If safe to do so after everyone is evacuated from the building. Ensure all fire doors are closed (door between lobby and the small room, the small room and the main room) and fight fire with fire extinguisher. One water extinguisher is provided in the lobby. Instructions are on the extinguisher and on the wall next to it.

Do not at any time put yourself at risk. If in doubt get out and call 999

During daytime normal working hours, the nearest phones are in the tearoom. If not a mobile phone will need to be used. The site address is as follows; Talkin Tarn Country Park, Tarn Road, Brampton, Cumbria, CA8 1HN. Tel: 016977 410150 or 016977 3129.

If staff are on site please inform them as soon as possible of any incident.