



SUNDAY 14TH JULY 2024

22nd YORK ROTARY DRAGON BOAT CHALLENGE

GALA DAY PARTICIPANT'S DATA SHEET

**DATA SHEET FOR PROSPECTIVE TAKERS OF PITCH SPACE ALONG DAME JUDI DENCH WALK
(MUSEUM GARDENS RIVERSIDE) BETWEEN SCARBOROUGH AND LENDAL BRIDGES**

- 1. DESCRIPTION** Participants must provide full details of their Charity name, postal address, contact name, telephone number and e-mail address by completing the application form.
- 2. PUBLIC LIABILITY INSURANCE.** Participants must produce evidence of valid Public Liability Insurance cover. e.g. photocopy of current certificate
- 3. STREET TRADING LICENCES** The Rotary Club of York will purchase relevant licences from the City of York Council at no cost to charity participants.
- 4. BOOKING FEE** A payment of £25.00 payable to "Rotary Club of York" (see details on Application Form) must accompany all applications. This will be forfeited for non-appearance on the day, unless we are given minimum 28 days notice of withdrawal.
- 5. DELIVERY POINT** All deliveries/collections at the start and end of the event must be by Marygate Landing at the bottom of Marygate, which gives level access to Dame Judi Dench Walk. Vehicles must be removed immediately after unloading/loading to avoid congestion. There will be no parking spaces available in the unloading/loading area.
- 6. TROLLEYS** Trolleys will be available at the Delivery Point for the transporting of goods to and from allocated pitches. **These must be returned to the Delivery Point immediately after use so that other stallholders can use them.**
- 7. CAR PARKING** Parking in the City of York Council's Marygate Car Park is available, but must be paid for. We are hoping once again that there will be some free parking available at St. Peter's School.
- 8. SETTING UP STALLS.** Participants will be responsible for all work in connection of the transportation of their displays and materials to and from their pitch, and the setting up, running and clearing away as appropriate. No structures, tables nor chairs are provided by the organisers. No attachment to trees is permitted.

9. TOILETS Portable toilet facilities will be available throughout the day, at Marygate Landing.

10. PITCH CLEANLINESS AND DAMAGE Participants will be responsible for the cleanliness and protection of their allocated pitches. Please bring bags to collect rubbish. All rubbish **must** be removed at the conclusion of the event and participants may be liable for the cost of making good any proven damage to paving, seats etc.

11. TIMINGS Dragon Boat Racing will be continuous between approximately 10.00am and 4.00pm. Weather permitting it is hoped that Gala Day Participants will be fully operative from 10.00am at the latest until at least 4.00pm. It is recommended that deliveries and setting up arrangements are planned early and the site will be accessible from 7.30am.

12. CONTROL AND STEWARDS There will be Rotary Stewards in bright yellow tabards or T-shirts on site to provide advice and guidance to participants, from 7.30am throughout the day. Problems or queries should be reported to them.

WMS/ RCoY/ Jan 2024