

# Promoting your Products and Services in Adur & Worthing using Promotional Stands at designated sites



ADUR & WORTHING  
COUNCILS

You can use this form to apply for the permission to promote products, businesses and charities at various sites across Adur & Worthing.

## **Please note:**

1. Our fees for local businesses, charity organisations or similar, are £64.00 per day. For larger national/commercial promotions, our fees start at £200.00 per day and are based on individual requirements
2. For local businesses, charity organisations or similar, the standard pitch allocated for a Promotional Stand is approx 3m x 3m to allow for a pop-up gazebo sized stand and associated equipment
3. For our larger national/commercial promotions, we aim to accommodate sizing requirements on an individual basis, noting that not all pitches can accommodate larger units.
4. Pitches are intended for promotional use only. The sale of products is not permitted at any pitch.
5. A copy of your valid Public Liability Insurance Certificate or Proof of Cover is required for all bookings. A risk assessment may be required for water-based activities.

## **Promoters Contact Details**

Name of Main Contact:	
Tel:	
E-mail:	
Business name and website if applicable:	
Contact address (for invoicing):	

## **Promotion Stand Details**

Promotion Product/Service name: (What products or services do you wish to promote?)	
Give details (including dimensions) of any portable stall or other equipment which you wish to use in connection with your promotion	
Date(s) of promotion:	
Time(s) you wish to use the site:	
Please confirm that you have enclosed a valid copy of your <b>Public Liability Insurance Certificate</b> (and risk assessment if required)	



Please tick the locations you would like,  
and include the dimensions of your promotional stand -

Tick	Location	Site Ref (via what3words.com)	Dimensions
	Southwick Square, Southwick	<a href="#">///plot.send.dips</a>	
	East Street, Shoreham-By-Sea	<a href="#">///crimson.husbands.inflates</a>	
	Montague Place, Worthing	<a href="#">///town.stone.sang</a>	
	Portland Road, Worthing	<a href="#">///liability.complains.quiz</a>	
	East Beach, Worthing	<a href="#">///themes.belts.gallons</a>	
	The Beacon, Worthing	<a href="#">///gear.snail.rested</a>	
	Waterwise Playground, Worthing	<a href="#">///crest.tell.cliff</a>	
	Goring Beach, Worthing	<a href="#">///defeat.police.trucks</a>	

Once completed please return this form along with a copy of your **Public Liability Insurance** Certificate (that has cover to a **minimum of £5 million**) to: Promotion Service team, c/o Place and Economy @ Adur & Worthing Councils, by e-mail to [promoservice@adur-worthing.gov.uk](mailto:promoservice@adur-worthing.gov.uk)

#### **ADMIN USE ONLY**

**PUBLIC LIABILITY INSURANCE CERT RECEIVED DATE:** .....

**RISK ASSESSMENT RECEIVED DATE:** .....

**FEE AMOUNT AND INVOICE NUMBER:** .....

**CONSENT APPROVED BY AND DATE:** .....

#### **Notes:**

1. The fee for a trading/promotional consent is payable upon confirmation of date(s).
2. All applicants are required to submit proof of £5,000,000 public liability insurance with their application. A risk assessment may be required for water-based activities.
3. Consent cannot be given for days when the location is already booked for another event (e.g. markets) or for when maintenance works are being carried out.
4. Parking is not available at any pitch, except for the vehicle/unit associated with the promotional stand.
5. Any waste created by the promotional event must be removed from the site and disposed of correctly.
6. The distribution of leaflets is not encouraged and any littering caused by leaflets/flyers will remain the responsibility of the hirer.
7. Services (electricity/water) are currently unavailable at any pitch.
8. Please ensure that a signed copy of this agreement remains in the promotional unit on the day of your booking and available for inspection by any officer of the Councils.

☐ If you would like to be contacted in the future regarding similar services, please ensure you tick the box.

#### **GDPR PRIVACY NOTICE**

Adur & Worthing Councils are committed to collecting, using and protecting your personal data appropriately. Data is collected in this case, in order to process your application for the display of promotional items in Adur. By completing this form you are agreeing to the Councils privacy policy which can be found on the main Adur & Worthing Councils website.

[www.adur-worthing.gov.uk/privacy-notice/](http://www.adur-worthing.gov.uk/privacy-notice/)