



New Barn Road, Amberley,
Nr Arundel, West Sussex,
BN18 9LT

01798 831370
office@amberleymuseum.co.uk
www.amberleymuseum.co.uk

Dear Amberley exhibitor,

It is with great pleasure that we invite you to enter our **Historic Cycles Day** on Sunday 4th August 2019. The aim is to stimulate interest in all types of cycles and cycling history among visitors to our Museum, as well as to provide an enjoyable day for those who have been kind enough to bring their cycles. The wearing of period costume is certainly encouraged.

We hope to stimulate the interest of the public through the static display of cycles, and also by including a parade. We will notify you on the exact details of the parade on return of your entry number. This will be sent two weeks prior to the event date. There is no set age limit for the cycles taking part in this event, but later examples should be of historic interest. Replicas will be welcome, if authentic.

There is no entry fee for the cycle, the rider and one passenger arriving with the cycle. **However any additional passengers are subject to a charge of £5.00 per person payable in advance with your entry form.** You will receive an 'additional passenger pass' for each of them with your entry number. These passengers must arrive with the exhibiting cycle(s), as the passes are not valid at the Museum entrance. Standard entry tickets can be purchased on arrival at our Visitor Reception, for any additional family/friends that would like to attend the event with you.

As this is a public event, we require you to **arrive by 10.00am (at which point the gates will be closed)** and to stay on display until the 16.00 dispersal time. Amberley Museum endeavours to be accessible to all persons including anyone with mobility difficulties but please note we are an open air, countryside site and cannot guarantee any particular parking position will be available to exhibitors. All modern vehicles on site will be parked out of sight of the public.

If you would like to take part in this event, please complete the entry form attached – **and return to the Museum with an A5 stamped self-addressed envelope**, as soon as possible.

No entries will be accepted once our limits are reached or after our closing date of Friday 12th July, whichever is the earlier. Confirmation and your event number will be posted to you approximately two weeks before the show. If you have any queries, please contact our office at office@amberleymuseum.co.uk or 01798 831370.

Nikki Austin
Visitor Experience Manager

Amberley Museum – Historic Cycles Day 04/08/2019 - Entry Form

Contact details:

| | | | |
|---|--|--|-----------|
| Name | | | |
| Address | | | Post Code |
| | | | |
| Telephone | | | |
| E-mail | | | |
| <p>Amberley Museum (AM) will process the personal data provided on this form for the legitimate interest of running events and providing you with the necessary information to attend events as an exhibitor. AM will process your personal data provided on this form for the legitimate interest of your GiftAid donation. AM will not pass your data on to any third parties (except HMRC), it will only be held under the legal requirements for GiftAid covered by GDPR. <input type="checkbox"/> I consent to AM processing the personal data provided on this form so that I can be on the Museum's emailing list. Both of the above are covered by the AM privacy statement available on the AM website, www.amberleymuseum.co.uk and from the Museum office.</p> | | | |

Exhibit 1 details:

Exhibit 2 details:

Please note additional exhibits and any history or points of interest on a separate sheet if applicable

| | | | | | | | |
|------------|--|--------------|--|------------|--|--------------|--|
| Maker | | | | Maker | | | |
| Model name | | Type / Style | | Model name | | Type / Style | |
| Year | | Wheel size | | Year | | Wheel size | |

Important: So we can plan parking, please tick which of the following applies:

| | |
|-------------------------------------|--|
| Ridden in without a support vehicle | |
| Trailer behind a car or van | |
| Carried in a truck or van | |

Cycle Related Sales Stall Pitch

| | | |
|-------------------|--|---|
| Indoor Pitch £10 | | Plots will have an allocation of 6 feet frontage. We require that you bring your own tables. Please sign declaration below: |
| Outdoor Pitch £10 | | |
| Total Cost | | |

I confirm that I hold personal public liability insurance in connection with operating my sales stall.

Sign here: Date:

Passes / Donation / Gift Aid:

Amberley Museum is a registered educational charity (no. 278722) and is not funded through any national or local government body or grants. We have to raise over £2000 every day of the year just to keep it running, and this excludes any new projects – they are separately funded. We rely for our existence on the goodwill of visitors, volunteer supporters and sponsors. **Thank you for supporting the Museum, please Gift-Aid if you can.**

| | | | | |
|---|-----------------------|---------------|--|---|
| Additional Adult (if required) | £5 (or £5.50 GiftAid) | Number needed | | £ |
| Donation | | | | £ |
| Sales Stall Total Cost | | | | £ |
| Please make cheques payable to 'Amberley Museum' Total payable | | | | £ |

Boost your donation by 25p of Gift Aid for every £1 you donate
 Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. If you are able to Gift Aid please complete:

In order to Gift Aid your donation you must tick the box below:

I (fill in name) _____ want to Gift Aid the total above to Amberley Museum. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. Please notify Amberley Museum if you want to cancel this declaration, change your name or home address, no longer pay sufficient tax on your income and/or capital gains
 If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Declaration: By signing below you accept the following conditions:

- I confirm I will arrive by 10.00 and not depart before 16.00 on the event day unless specifically authorised by the organisers.
- I understand that the organisers will decide the location of my exhibit(s) on the day of the event.

| | | | |
|------|--|------|--|
| Sign | | Date | |
|------|--|------|--|

OFFICE USE ONLY

Chq amount £ _____ Rec'd by Initial, date _____ Entered on events d'base by Initial, date _____
 Entered on Gift Aid s'sheet by Initial, date _____ Number _____ assigned by Initial, date _____