

# DRONFIELD CHRISTMAS FEST 2019

Friday 29<sup>th</sup> November 2019 from 4pm – 8pm

## STALL HOLDER APPLICATION FORM

### APPLICATION DETAILS

*To book a stall for the Christmas Fest 2019 please complete and return this application form.*

The cost is for the space, a table and two chairs only in the Civic Hall. It does not include any additional items for example extension leads.

Please be aware that power, heat and light is not supplied for individual stalls. Stall holders are required to supply their own if required. (Outside Stalls Only)

Contact Name			
Organisations Name			
Organisation Type (please circle)	Community	Commercial	Food & Drink
Address			
Postcode			
Tel (Landline)		Mobile	
Email			
Website			

<b>FOOD &amp; DRINKS STALL HOLDERS ONLY</b>	
If applicable - Food Hygiene Rating (please circle)	1 2 3 4 5 N/A

Local Authority Name	
<b>Please indicate what power sources you will be using and fuel for cooking foodstuffs (e.g. generator , lpg)</b>	

<b>Please describe your organisation and the products you propose to have on your stall at Christmas Fest. PLEASE GIVE AS MUCH DETAIL AND SUPPORTING INFORMATION AS YOU CAN. THIS INFORMATION WILL ASSIST US IN THE BEST PLACEMENT OF YOUR STALL.</b>

<b>Please provide a description of the goods to be sold / organisation promoted / services you will be selling or promoting and any contact details you wish to publicise on our website.</b>

<b><i>FOOD &amp; DRINKS STALL HOLDERS ONLY</i></b>
<b>STALL DETAILS</b> - PLEASE PROVIDE DETAILS, WITH DIMENSIONS, OF YOUR ENTIRE STALL AND ENTIRE PITCH SPACE IT OCCUPIES.... A photograph or sketch might be helpful.

**REFUSE** - All traders are required to take their own waste away with them.

**PRICE** – The following costs apply to stall holders;

Community/Charity Organisations	£5
Commercial Businesses	£15
Food and/or Drinks Stalls	£35

## **TERMS AND CONDITIONS FOR TRADERS** *(please sign this copy and return)*

Dronfield Town Council grants the organisation, detailed in the application form, a stall within a designated area at the Christmas Fest based upon the following terms and conditions. Any failure to adhere to these Terms & Conditions will render the agreement null and void and the stall holder will be asked to leave the event.

1. **Location** – the Christmas Fest will be held at the Civic Hall, Civic Centre, Dronfield, S18 1PD
2. **Opening day** – Friday 29<sup>th</sup> November 2019
3. **Opening times** – Friday 29<sup>th</sup> November 4pm until 8pm
4. **Setting up stands** – Friday 29<sup>th</sup> November from 10am – 3:30pm.
5. **Taking down of stands** – All stalls must be removed after the event on 29<sup>th</sup> November. The site must be vacated no later than 10pm.
6. **Stand space** - The space will be pre-allocated and you will be informed on arrival where your table is in the Civic Hall. All stalls should be constructed and decorated to a high standard in keeping with the community and family principles of the Christmas Fest. All participants must behave in a way that upholds and enhances the reputation and integrity of the Christmas Fest.
7. **Participants** – stall space is open to retailers of food and drink, local community and charity groups and local businesses.
8. **Price** – as set out in the agreement above.
9. **Subletting** is not allowed.
10. **Goods sold** - The organisation may only promote the goods described in this application.
11. **Trading restrictions.** Stall holders do not have permission to promote any political party or campaigning group during the event. Stall holders must also not sell any of the following items; herbal highs, tobacco, banned substances, pornographic or obscene material, disposable barbecues, any form of flammable equipment including fireworks and Chinese lanterns, nitrous oxide canisters, lasers, cap bombs, lethal, real, replica or toy guns. The Council reserves the right to remove from sale anything that can be deemed unsuitable for a family event without paying any compensation to the trader.
12. **Application forms** must be returned no later than Friday 1<sup>st</sup> November 2019.
13. **Payment** – Payment must be made at the time of booking.
14. **Failure to pay** – the organisers reserve the right to claim an extra 20% of the total invoice as a contribution towards the extra administration costs incurred. The organisers reserve the right to reallocate any unpaid or partially paid sites to other participants. The prices remains payable if the participant cancels its booking, or if the organisers cancel the booking if the deposit or balance is not paid by the relevant cut-off date.
15. **Insurance and Risk Assessment.** Food and Drink stall holders only will not be permitted on site to trade if the Council has not received a copy of the traders risk assessment, food hygiene rating and public liability insurance for £5 million. If the policy expires between the submission of your application and the date of the festival, please send the current one and send the new one as soon it is available.
16. **Temporary Event Notice.** Anyone selling alcohol must arrange their own Temporary Event Notice. You must inform us if you intend to sell alcohol at the event and provide us with a copy of your Temporary Events Notice with your stall booking form.
17. **Insurance of stock.** The trader is responsible for insuring their own stock. The Council assumes no responsibility for theft, breakage or damage.
18. **Vehicles.** Vehicles can be parked free of charge in the Civic Centre car park for a maximum of 2 hours. Other free car parks are located around town either at Sainsbury's or Farwater Lane.
19. **Damages.** Any damages by the organisation, their children or their staff to the venue, marquees, mattings, installations, bunting and event branding provided by the organisers, is to be paid for by the responsible participant before leaving the event. The stall space must be left in a clean and tidy state. The trader agrees to indemnify Dronfield Town Council from and against any and all loss, damage or liability whether criminal or civil suffered and

legal costs and fees that are incurred resulting from a breach of these conditions by the participant including any act default neglect of the participants employees or agents.

20. **Losses.** Dronfield Town Council can take no responsibility or liability for financial losses incurred by the organisation for any loss or damage to their equipment, goods or personal belongings or any personal injury to themselves, employees working or connected to them.

21. **Force majeure.** Stall holders cannot claim for compensation or reimbursement in the case of postponement or cancellation of the event due to matters beyond the control of Dronfield Town Council such as flood, terrorism or tempest.

22. **Recycling and rubbish.** Disposal of refuse is the responsibility of the stall holder.

23. **Security.** The organisers take no responsibility for any loss, damage or theft to the stall holders equipment, merchandise, vehicles and personal belongings.

24. **Noise.** The Council reserves the right to curtail or reduce any noise created by the stall holders. PA systems are not permitted. Participants are forbidden to address the public through microphones or loud speakers.

25. **Power and lighting.** The organisers take no responsibility for the power and lighting of individuals. The trader must supply all their own equipment. All equipment must hold current PAT testing. A list of all items to be powered is required with this application.

26. **Water** There will be water available on site from the kitchen area.

27. **Fire. (Food & Drink Stalls)** Where applicable a fire extinguisher must be visible and accessible. All cooking and heating appliances must be positioned safely. No appliances may be operated with petrol, oil or alcohol. LPG gas must be stored in the secure LPG compound. Canisters in use must be in a well-ventilated area and connections to be made of red copper pipes bound by soldered silver rings. Frying appliances must have a thermometer and its own extinguisher. All flammable packaging must be stored away from cooking appliances.

28. **Environmental Health Organisation** – All traders must ensure they are complying with UK Food Safety Legislation.

29. **Dogs and pets.** No animals permitted except guide dogs.

30. **Smoking.** No smoking in any covered or enclosed space.

31. **Agreement.** The stall holder agrees to abide by the above clauses and indemnify against Dronfield Town Council and its designated employees against any claim, loss or liability arising from the breach of above clauses/regulations.

**Any queries please contact Dronfield Town Council on 01246 418573 or email [carole.dick@dronfield.gov.uk](mailto:carole.dick@dronfield.gov.uk) or [joanne.mitchell@dronfield.gov.uk](mailto:joanne.mitchell@dronfield.gov.uk)**

#### **AGREEMENT**

I confirm that I am over 18 and have read and agreed the terms and conditions for stall holders at the 2019 Christmas Fest:

Name	
Trading Name	
Signature	
Date	

**PAYMENT**

Please make a cheque payable to 'Dronfield Town Council' for the full amount of the stall.

**BACS Payments**

Sort Code                                40-19-51  
Account Number                        41550632  
Account Name                            Dronfield Town Council

**POSTAL ADDRESS FOR ALL STALL HOLDER APPLICATIONS:**

FAO: Carole Dick/Joanne Mitchell  
Dronfield Town Council  
Civic Hall, Civic Centre,  
Dronfield, S18 1PD

Alternatively please return via email – [carole.dick@dronfield.gov.uk](mailto:carole.dick@dronfield.gov.uk) or [joanne.mitchell@dronfield.gov.uk](mailto:joanne.mitchell@dronfield.gov.uk)

***If for any reason we are unable to confirm your booking then the fee will be returned. No refund will be given if a secured booking is subsequently cancelled by the exhibitor.***

**PLEASE ENSURE YOU HAVE ENCLOSED, WHERE APPLICABLE:**

- APPLICATION FORM
- SIGNED T&CS
- COPIES OF ANY PROFESSIONAL QUALIFICATIONS HELD
- A COPY OF YOUR RISK ASSESSMENT
- PHOTOS OF YOUR STALL
- PRICELISTS/MENU/ACTIVITIES
- A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE - £5M (FOOD & DRINK ONLY)
- A COPY OF YOUR LOCAL AUTHORITY REGISTRATION AND HYGIENE RATING (FOOD ONLY)