

Stall Application Form

Cottingham Food and Drink Festival - Sunday 17 September 2017

Before completing this form, please read our stallholder terms and conditions carefully.

Lead Name _____ Type of Produce _____

Organisation _____

Address _____

Telephone No _____ Mobile No _____

Email _____

Stalls and Items You Wish to Book for the Food Festival (Please circle the items you require)

1. **Standard Stall** (size: 4' x 12' Please note that this is a stall without electricity) **£75.00**
2. **Stall Selling Luxury Items** (e.g Alcohol, Meat, Fish) **£95.00**
3. **Van Space** (If you will be selling directly from your refrigerated vehicle/trailer and do not require a stall)
£75.00 up to 15 feet
4. **Power Supply** **£20.00**

(This can be provided subject to availability)

Please tell us the maximum KVA demand your stall will require: _____

- **NB:** If you are bringing your own generator it **MUST be a silent one**, so as not to disturb other elements of the festival.
- Traders wishing to bring and erect their own gazebo (measuring no more than 3m x 3m) will be charged the basic stall rate.

Total Cost £ _____

To apply:

Please fully complete and return this form BY POST with all supporting documents - Fully completed Risk Assessment, Copy of Public Liability Insurance Cover and Food hygiene certificate (if applicable) by 1 August 2017 by post to: Cllr Helen Green 94 Hull Road Cottingham HU16 4PU

WE WILL NOT ACCEPT APPLICATIONS BY EMAIL - Paper copies must be returned by post

If you have any queries tel: Helen Green 07977 591057

I/we wish to apply for a place at Cottingham Food & Drink Festival 2017 and I/we agree to accept the Terms & Conditions set out on the next page.

Signed _____

Date _____

Cottingham Food & Drink Festival 2017 - Stallholder Terms & Conditions

- Allocation and positioning of stalls is at the discretion of the Cottingham Food & Drink Festival organisers.
- All applications will be assessed, and we will let you know as soon as possible whether or not you have been allocated a stall at the Cottingham Food & Drink Festival 2017.
- If your application has been approved, we will issue a confirmation invoice, due for payment within 14 days of notification. NB: if payment is not received by this date, then the stall will be forfeited and offered to another trader.
- Stallholders who have not pre-paid will not be permitted to attend the event.
- All stalls will be a uniform size of 4'x12'.
- All gazebos will be sited on the Market Green for safety reasons.
- Electricity can be supplied as indicated on the application form. If you have any queries about this matter, please contact us.
- Stalls will be erected by 8.00am on the day and removed from 5.00pm.
- Stallholders will need to have set up their stall and cleared all vehicles from the site by 9.00am.
- Stallholders are required to stay for the full duration of the event ie from 10.30am to 4pm and may only begin packing up after closing time which is at 4pm.
- Stallholders must ensure that sufficient stock is offered for sale, as empty stalls detract from other stalls.
- The aim of the market is to provide a wide range of varied local produce. Priority on the allocation of stalls will be given to producers local to or based within Yorkshire.
- Stallholders are not eligible to sell hot food for immediate consumption at the Cottingham Food & Drink Festival, unless otherwise agreed with Cottingham Food & Drink Festival organisers prior to the event.
- Stalls are not transferable.
- Cottingham Food & Drink Festival will make all efforts to accommodate stall locations as booked, but reserve the right to amend the site plan at any time.
- Cottingham Food & Drink Festival's decisions are final with regard to the Cottingham Food & Drink Festival format and layout.
- Stallholders who cancel their booking before 1st September 2017 shall receive a refund less an administration fee of 25% of the amount paid if the stall can be re-sold.
- Stallholders who do not turn up to an event they have booked are not entitled to refunds and may jeopardise their applications to have a stall at future events.
- Stallholders may only sell the produce stated on their application form.
- Cottingham Food & Drink Festival reserves the right to cancel this agreement at any time by giving notice to the Stallholder via the contact details provided on the application form whenever they are of the opinion that the continuance of the hiring would not be in the interests of the good and safe management of the site. This may be due to factors such as adverse weather or any other beyond Cottingham Food & Drink Festival's control.
- Stallholders are responsible for the insurance of their own property and must have public liability insurance to the value of at least £2m at the time of the event.
- Stallholders must submit photocopies of their insurance cover with the application form and have originals with them for inspection at the time of the event.

Cottingham Food and Drink Festival 94 Hull Road Cottingham HU16 4PU

YOU MUST COMPLETE AND RETURN THIS DOCUMENT

17 SEPTEMBER 2017 COTTINGHAM FOOD FESTIVAL TRADERS RISK ASSESSMENT FOR

(.....) (Please insert Organisation)

<p>HAZARD</p> <p><i>Look for hazards, which you could reasonably expect to result in significant harm to yourself or the public</i></p> <p><u>LIST HAZARDS</u></p>	<p>WHO MIGHT BE HARMED</p> <p><i>Think about the groups of people who may be affected.</i></p> <p><u>LIST GROUPS OF PEOPLE WHO ARE AT RISK FROM HAZARDS IDENTIFIED</u></p>	<p>IS THE RISK ADEQUATELY CONTROLLED?</p> <p><i>Have you already taken precautions against the risks from the hazards listed?</i></p> <p><u>LIST EXISTING CONTROLS</u></p>	<p>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</p> <p><i>What more could you reasonably do for risks you found not adequately controlled</i></p> <p><u>LIST ACTION YOU WILL TAKE</u></p>

NB please complete fully, as incomplete risk assessments will be rejected. 'n/a' is not a sufficient answer.

FOOD HYGIENE

Please supply details of Food Hygiene Certificate & include a copy with your application

<p>Do you have Food Hygiene Certificate?</p>	<p>Date of Certificate</p>
<p>YES / NO</p>	

ELECTICAL EQUIPMENT

Appliance	To be powered from own/council supply	Maximum power demand (KVA)	Details of last Portable Appliance Test

You MUST list all electrical equipment and equipment with blades you intend to use at the event

Payment information

All completed applications must be accompanied with either a cheque made payable to.

Cottingham and District Traders Association.

Or online

National Westminster Bank

Sort Code 52-21-52

Account number 28522141 (please reference with your business name)

Any returned cheques will have incur a £50.00 surcharge .

Please note all fees have to be paid before stall allocation. Anyone not paying in full by the closing date will not be considered.

I am sorry about this but last year I spent many hours ringing round,I just don't have time to do this. As you are aware I run on a tight budget and will need to allocate stalls to other producers to balance my books.

Please ring Helen if you have a problem.

07977591057