

Stephanie King

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: events@farnham.gov.uk

29 February 2016

Dear business,

Farnham Town Council is delighted to announce a new event to be added to the summer programme in 2016. The Spring Festival will take place on the last weekend in May and will launch this year to celebrate the Queen's 90th birthday. The event will take place in Gostrey Meadow from 2-7pm and will include a range of children's activities, musical entertainment and selection of food, drink and charity stalls. Farnham Town is pleased to invite your business to apply for a stall on the day.

Farnham Town Council is aiming to make the Spring Festival a regular feature for future years in its summer events calendar along with the regular Music in the Meadow concerts on Sunday afternoons and Picnic in the Park on Carnival weekend in June. Please find attached further details including the booking form and terms and conditions for trading on the day. If you are interested in applying to be part of the event, please read and sign the enclosed terms and conditions carefully, and complete the booking form. Bookings will not be accepted until payment has been received. Please note allocations will be made on a first booked basis unless layout requirements dictate otherwise.

As a support for local businesses, Farnham Town Council is offering businesses within the 'GU9' and 'GU10' postcode who wish to trade at the Market a 10% discount off the total cost of their pitch. Please return your completed application to Stephanie King at Farnham Town Council, Council Offices, South Street, Farnham, GU9 7RN, or alternatively, please email your application to me at events@farnham.gov.uk. Please note, to allow time for promotional material to be published, the deadline for applications to be submitted in full is Friday 22 April.

Should you be interested or have any queries on applying to trade at the Spring Festival, please do not hesitate to contact me.

Yours sincerely

Stephanie King
Events Officer
Farnham Town Council

Spring Festival 2016

Stallholder Application

Note to Applicants

- The Spring Festival will take place on Sunday 29 May 2.00 – 7.00pm.
- A local business discount of 10% is available for businesses that reside within a GU9/GU10 postcode.
- The closing date for applications is Friday 22 April 2016.
- Please refer to the Rules and Regulations when completing this application form.
- All sections of this form must be completed. Incomplete forms may result in rejection of your application.
- Pitches will be allocated by Farnham Town Council.

Company Name	
General description of goods sold	

This information is needed to enable effective advertising of the market and to help minimise any potential conflict between producers caused by an overlap of products.

Item	Price	Number required	Cost (£)
Pitch (3m x 3m)	£84.00 (£70.00 + VAT)		
Catering Pitch (3m x 3m)	£168.00 (£140.00 + VAT)		
Gazebo	£30.00 (£25.00 + VAT)		
Electricity	£42.00 (35.00+ VAT)		
Table	£12.00 (£10.00 + VAT)		
		Total:	

Contact Name	
Address	
Telephone	

Mobile	
Email	
Website (If Applicable)	

I the undersigned do hereby confirm that I have read and understood the rules and regulations for trading at the Spring Festival 2016 and I accept the terms as outlined.

I also understand that bookings will not be confirmed until full payment has been received and that failure to pay any balances due to the Town Council before the event will result in the cancellation of my application.

Signed:

Name:

Date:

Please return your completed application form with the following documents:

1. Full payment (cheques should be made payable to Farnham Town Council).
2. A copy of your Public Liability Insurance certificate valid on 29 May 2016.
3. A copy of your Basic Food Hygiene certificate (only required if selling food).
4. A copy of your Personal Licence certificate (only required if selling alcohol).
5. A signed copy of the Rules and Regulations for trading at the Spring Festival 2016.

Please return all relevant documents to Stephanie King, Events Officer, Farnham Town Council, Council Offices, South Street, Farnham, Surrey GU9 7RN, or alternatively via email on events@farnham.gov.uk.

Important Note:

Receipt of a booking form and full payment does not guarantee allocation of a stall. The application will be assessed and you will be contacted shortly after the form has been assessed and accepted. Payment may or may not be cleared in this period, although rejected applications will be refunded in full.

Spring Festival 2016

Stallholder Terms & Conditions

These terms and conditions are set by Farnham Town Council and apply only to booking a pitch space at the Spring Festival 2016.

1. Event date, time and location

- i. The Spring Festival is taking place on Sunday 29 May June 2016 in Gostrey Meadow, Farnham.
- ii. The site address is Gostrey Meadow, Union Road, Farnham, Surrey, GU9 7PZ
- iii. The hours of the event are 2:00pm to 7:00pm.

2. Hiring pitch space

- i. This year, Farnham Town Council will be offering the following types of pitch for hire:
 - I. Pitch 3 x 3m.
 - II. Catering Pitch 3x 3m

NB: If you have a larger pitch requirement you will need to pay for more than one pitch e.g. if your stall is 6m by 3m you will be required to hire two pitches.

- ii. Farnham Town Council offers the following discounts for traders:
 - I. A 10% discount off the cost of hire is available to businesses within the GU9/GU10 postcode.

NB: Discounts are not cumulative.

3. Additional Items for Hire

- i. The following items are available for hire in addition to your pitch space. Please note, any additional items MUST be included in the application to avoid disappointment on the day.
 - a. Electricity – charged per single 13 AMP plug and is charged per pitch.
 - b. Gazebo – one gazebo per pitch.

*NB: Exact requirements for the use of electricity required MUST be clearly stated in the application form submitted to Farnham Town Council. Vendors will only be supplied with electricity requirements submitted in their application and under no circumstances will extra electricity use **or generators** be permitted on the day without prior agreement.*

- c. Tables – maximum two tables per pitch.

4. Description of Goods

- i. Stall holders may only sell the goods they originally identified on their application form, unless otherwise agreed with Farnham Town Council.

- ii. Farnham Town Council requires traders to sell goods in accordance to the theme of the event they are trading at, and reserve the right to refuse an application on this basis.

5. Sale of Alcohol

Stallholders wishing to sell alcohol for consumption on or off the premises MUST:

- i. Employ staff over the age of 18.
- ii. Employ at least one personal licence holder.
- iii. Provide a copy of the Personal Licence to Farnham Town Council with their application form.
- iv. Train other employees in the law regarding the sale of alcohol and keep written records.
- v. Operate a Challenge 25 policy and only accept a passport, photo driving license or ID cards bearing the PASS hologram as forms of identification.
- vi. Comply with all local and national laws including the Licensing Act 2003.
- vii. Obtain a Temporary Event Notice for their stall or confirm use of the Council's Premises License with Farnham Town Council.

6. Health & Safety

Stall holders wishing to sell food for consumption on or off the premises MUST:

- i. Comply with all local and national laws and regulations regarding the production, labelling, display, storage and sale of produce and relevant trading standards legislation.
- ii. All catering stalls must be staffed by a Basic Food Hygiene Certificate holder and a copy of the certificate must be provided with the stallholder's application form.

Further advice can be obtained from Waverly Borough Council Environmental Health (Tel: 01483 523333) and Surrey County Council Trading Standards (Tel: 03456 009009).

7. Setting Up, Packing Away & Parking

- i. Farnham Town Council will allocate set up times to ease congestion on the day.
- ii. Stallholders will need to adhere to the times given to them.
- iii. Only 1 vehicle per stall is permitted onto the site to unload goods.
- iv. On arrival, stallholders must immediately unload their goods quickly and efficiently.
- v. Once goods are unloaded, stallholders must remove their vehicles from the site and park in a public car park nearby. All car parks operated by Waverley Borough Council are currently free of charge on a Sunday.
- vi. All vehicles must be removed from the site by 1.30pm and will not be allowed back on site until after the event has finished from 7.30pm. This will be a decision made by the event manager on site on the day.
- vii. **Stallholders may only begin packing up once the event has finished. Under no circumstances may a stallholder pack up or leave the site before 7.30pm.**

8. Extreme Weather Conditions

- i. A risk assessment will be carried out on site by Farnham Town Council on the morning of the event. If the weather conditions are deemed a risk to the public's health and safety, the event may be cancelled, but no refunds would be payable.

8. Rubbish Disposal

- i. Stallholders are responsible for their own rubbish and must dispose of it carefully in the bins provided.
- ii. If the bins are full, stallholders are responsible for taking their own rubbish away with them although Farnham Town Council will make every effort to ensure there are sufficient waste disposal facilities on site throughout the day.
- iii. Failure to dispose of the rubbish in a litter bin will result in an additional fee of **£75** charged to the stallholder responsible.
- iv. Stallholders requiring a catering pitch must provide 2 large bins beside their stall for customers to dispose of their rubbish.

10. Smoking and Animal Policy

- i. There is a strict no smoking policy and no 'live' animals on any stalls.

11. Payment

- i. Payment **MUST** be submitted in full with a completed application form.
- ii. If an application is rejected, payment will be returned in full to the applicant.
- iii. Payment should be made by cash or cheque, payable to **Farnham Town Council**.
- iv. Confirmation of payment and the booking will be acknowledged to the applicant. Once a booking is confirmed, no refunds will be administered in the event of cancellation or no-shows.

12. Cancellation

If a stallholder cancels their booking the following refund policy will apply:

- i. Cancellation by 29 April – Full refund.
- ii. Cancellation within 1 month of event, and up to 20 May – 50% refund.
- iii. Cancellation after 20 May – No refund.

13. Insurance

- i. All stallholders **MUST** supply their own public liability insurance (with a limit of at least £5 million) and provide a copy of the policy with the application form. Failure to produce a copy of your public liability insurance could result in cancellation of your booking.

14. Allocation of Stalls

- i. When Farnham Town Council receives your application form, the application will be assessed to ensure the goods identified on the form are appropriate for the event.
- ii. Pitch locations will be allocated by Farnham Town Council and will be on a first booked basis where possible.
NB: The location of your pitch will be decided by Farnham Town Council and its decision is final.

15. Compliance

- i. Farnham Town Council reserves the right to reject applications and to organise the location of pitches in accordance with its own scheme. Farnham Town Council reserves the right to cancel any bookings made, and to exercise its discretion when allocating refunds. Failure to comply with the regulations may result in the cancellation of the stallholders' booking. Farnham Town Council accepts no responsibility for loss or theft of goods while attending the event. **All stallholders MUST have adequate insurance policies in place.**

I have read the above terms and conditions for trading at the Spring Festival 2016 and agree to adhere to the above terms and conditions in relation to my application. I accept that failure to comply with any of the above terms and conditions outlined may result in cancellation of my booking without a refund:

Signed:

Name:

Business Name:

Date: