



**August Bank Holiday  
2018**  
**Saturday 25<sup>th</sup>**  
**Sunday 26<sup>th</sup>**  
**Monday 27<sup>th</sup>**

**STALL APPLICATION FORM – Food and Drink Stalls (inside Marquee)**

**Applicant's name:** ..... ("You") **E-mail:** .....

**Company/Trading name:** ..... **Tel No:** .....

**Company/Personal Address:** .....

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Please select the type of stall You require:

Three days including 6ft table: **£100**     Three days including 2 x 6ft table: **£175**

Are you bringing pop up banners? Yes  No  You will need to be located on a back wall so as not to obscure other stalls  
 Power Socket £10 per day Yes  No  **NB You are required to bring your own extension lead of at least 15 meters**  
 We will provide two chairs per stall; additional chairs are available on request at £5 per chair

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Included in the price each stall holder will receive one car parking pass for one vehicle and 2 stall holder passes. If additional persons are required to attend, tickets at 50% discount are available up to a maximum of 4.

You will receive full set up instructions by e-mail 1 week before the event.

**You must carry public liability insurance of not less than £5million. Please provide a photocopy with this form**

Name of insurer: ..... Amount of cover: £..... Policy expiry date: .....

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**A copy of your health and safety risk assessment for your proposed activities is required with this form.**  
 N.B. You must have the appropriate working fire safety equipment e.g. extinguishers, fire blankets etc. for the potential fire risks identified in your risk assessment

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**FOR ALL FOOD & DRINK BUSINESSES (IF EXEMPT, PLEASE STATE REASONS)**

**FOOD HYGIENE**

1. What food and drinks will you be providing at the event? (Note; alcoholic beverages can only be sold by agreement with the organisers, see below).

**Please return forms to Sue Buckle, 175a Moor Lane, Sherburn in Elmet, Leeds, LS25 6DX**  
**Email: food@foodandcraftfestival.co.uk Tel: 07538206873**

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**Sherburn in Elmet**  
**Craft & Food**  
**FESTIVAL**  
*Including Retro and Vintage*

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2. With which Local Authority (LA) is your food business registered?
  
3. Which Local Authority last carried out the last inspection of your food business and when?
  
4. What is your current Food Hygiene Rating?

(Your current "Food Health and Hygiene Rating and Training Certificate" must be on display to the public throughout the event in accordance with Food Standard Authority recommendations).

**GAS SAFETY**

5. Will you be using gas catering devices? YES/NO If yes, which devices?
  
6. Have the gas appliances been inspected by a competent, Gas Safe Registered engineer? YES/NO
  
7. What is the name of the gas inspection company and the date of the last inspection:
  
8. Are your gas appliances safe to use? YES/NO
  
9. Where will the gas bottles be located and how will they be secured? Please bring the original current Gas Safety Certificate with you to the event.

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**ELECTRICAL SAFETY**

10. Will you be using electrical catering devices? YES/NO If yes, which devices?
11. Have the electrical appliances been inspected by a competent electrician? YES/NO
12. Name of electrical inspection company:
13. Are the electrical appliances safe to use? YES/NO (Please bring any original current PAT Certificates or receipts for items less than 12 months old with you to the event.)

**ALCOHOL SALES**

14. Are you intending to sell alcoholic beverages during the event? Yes/No
15. If yes, is it intended for consumption: on the site/ off the site/both?

If you are intending to sell alcohol further terms and conditions will apply, to ensure we meet our licensing requirements and you MUST gain written approval for your proposed activities from the 'Event Safety Officer' in order to do so.

N.B. We do not allow the sale of beverages for consumption on the field to be supplied in glass containers, drinks must be decanted into polycarbonate (or similar) containers.

- I have read, understood and accept the attached terms & conditions.
- I will act as the nominated person responsible for individuals on my stall.

Print name: ..... Signed..... Date:.....

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**TERMS & CONDITIONS**

**“Organiser”**: Sherburn in Elmet Teasel Community Interest Company, Company Number 10565938.

**“Venue”**: Field behind Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

**“Event”**: 10am to 5pm on Saturday 25, Sunday 26 and Monday 27 August.

General

1. The Event will take place at the Venue. Access to the Venue is via the entrance to the Eversley Park Centre on Low Street. A member of staff will be there to direct You to your allocated pitch.
2. The Venue will be available from 7.30am and the stall must be prepared and customer ready by no later than 9.30am.
3. You must not pack up the stall before the finish times specified in line 3 above. You must vacate the Venue by 6pm.
4. All stalls must be left in the condition they were in prior to use. You must take all stall items and rubbish with You at the end of the day. Any items left will be disposed of.
5. Parking is NOT permitted behind or adjacent to the stalls. All vehicles must be removed to stallholders parking site or any other official parking site. Please do not park in the Eversley Park Centre as this is reserved for disabled parking.
6. Once unloaded, you will be asked to park your vehicle in a designated place, which may or may not be on the field. Vehicle passes must be displayed in your vehicle. The safety policy states that vehicles will not be driven on the site whilst visitors are present (emergencies excepted) unless it is considered safe to do so. The decision to allow any vehicle movement on or off the site will be that of the ‘Event Safety Officer’ or his/her nominee. Vehicles must comply with the 5 mph speed limit and must display hazard warning lights when driven on the site.
7. You must NOT park on any identified emergency vehicle route.
8. Allocation and positioning of all stalls is at the discretion of the Organiser. The Organiser will make every effort to accommodate stall holders but it reserves the right to amend the site plan at any time.
9. All applications will be assessed. The Organiser has the right to decline a stall application without reason.
10. Tables are 6ft by 2ft 6in with a maximum spread load capacity of 30kg. You will be liable for any damage to tables caused by overloading.
11. You must display sufficient stock for effective presentation and customer satisfaction.
12. You may only sell products stated on your booking form. Stalls are not transferable to other events or to any other person/business.
13. These terms are governed by **English law**.

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**TERMS AND CONDITIONS**

Fees, Payment & Cancellation

14. The full booking fee is payable within 7 days of confirmation that your application has been successful. Payment can be made by cheque payable to Sherburn in Elmet Teasel CIC or by BACS quoting the reference given at the time of your booking. Sort Code 40-27-33 Account No 71565818 Failure to pay in full within the permitted time may result in your pitch being offered to another applicant. All fees are inclusive of VAT
15. You will not be entitled to a refund of any monies paid if You fail to attend the Event.
16. If You wish to cancel your pitch, please use the contact details at the bottom on these terms. All cancellations must be confirmed in writing.
17. If You cancel your pitch 90 days or less before the start of the Event You will lose all monies paid. If You cancel more than 90 days before the start of the Event 80% of the booking fee will be refunded.
18. The Organiser reserves the right to cancel the Event at any time if it would not be in the interest of effective and safe management of Eversley Park or any other event site. This may be due to factors such as adverse weather conditions or other issues beyond the Organiser’s control. In such circumstances, You will not be refunded any fees.
19. You agree the amount detailed below as the total cost of your stall and any ancillary services

Cost of stall	Electricity	Any other agreed amounts	TOTAL DUE

Liability & Insurance

20. Nothing in these terms excludes the Organiser’s liability for death or personal injury caused by its negligence, fraud or for any other matters which cannot by law be excluded.
21. Subject to clause 20, the Organiser will not under any circumstances be liable for any injury to persons, or any costs, losses, damages or claims, including without limitation damage to property or stock arising in connection with the Event.
22. You agree to indemnify the Organiser for any costs, losses, damages and claims (including any legal fees and expenses) the Organiser incurs that arise from or in connection with the operation of your stall, the sale of your products or any breach by You (or person operating your stall) of these terms or any applicable law.

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23. You are responsible for the behaviour, acts or omissions of all persons working on your stalls at any time and for their and the public's safety whilst engaged in any activity related to your stall.. You must act in a courteous manner towards customers. The Organiser has the right to remove any person from the Venue who (in its sole discretion) has unacceptable behaviour or is in breach of these terms.
24. You must have adequate means of extinguishing any fire on your stall
25. Knives and sharp utensils must be kept out of the reach of the public at all times.
26. Food Hygiene Certificates and Public Liability Certificates must be displayed in a prominent location.
27. A list of ingredients used in products must be available to customers on request. Any allergens contained in products must be clearly displayed.
28. You must have valid public liability insurance (minimum cover £5m) during the Event. You are responsible for insuring your property and products. Failure to submit photocopies of such insurance and/or risk assessments prior to the Event may result in refused entry. Please bring copies of your insurance to the Event as they may be required for inspection.

#### Data Protection and Social Media

Sherburn in Elmet Teasel CIC maintain high standards of data privacy and security to protect the personal details you have provided.

Your details will be used to communicate with you regarding the 2018 Craft and Food Festival and may be passed to other members of our team involved in organising the event.

Sherburn in Elmet Teasel CIC will not share your data with any third party.

Please tick to indicate that you agree to the following:

I agree that my personal data, provided on this form, may be stored securely by Sherburn in Elmet Teasel CIC.

I agree that you may use my details in marketing materials to promote the event which may include and will not be limited to the website, programme, email, newsletters, advertisements and social media.

You may opt out at any time by emailing [info@craftandfoodfestival.co.uk](mailto:info@craftandfoodfestival.co.uk).

As part of the promotion of the event the Organiser will create an official event on social media. Please do not create your own event for the Craft and Food Festival, but please share the official event. Marketing materials are available to all stall holders for promotional purposes on request to [info@craftandfoodfestival.co.uk](mailto:info@craftandfoodfestival.co.uk)