



FOR OFFICE USE ONLY

Application No:
Date Received:

**Andover Carnival Family Fun Day
Event date and trading hours:**

**Sunday 16th July 2017
12:00 - 21:00**

VIGO RECREATION GROUND ANDOVER

| Pitch Application Form | | | |
|--|---------------------------------------|--|--------------------------------------|
| Cheques should be made payable to: Andover Carnival (please write ref PF17 your name and contact details on the back) | | Please complete this form and return to: (Emailed forms not accepted) Tony Burley c/o Suite 12, Andover House, George Yard Andover, SP10 1PB | |
| Name of business, charity or organisation | | | |
| Type of Stall | | | |
| Contact Name | | | |
| Address | | | |
| Phone Number | | | |
| Email address | | | |
| Preferred method of contact | Email <input type="checkbox"/> | Phone <input type="checkbox"/> | Post <input type="checkbox"/> |

| | Sunday Only Per 3m frontage | Quantity Required | Total Price |
|--|--------------------------------|-------------------|-------------|
| Charity promotional use only** | FOC | | |
| Small trader / artist / craftsperson each 3m by 3m pitch no food or drinks to be sold | £30 | | |
| Sweet or Slush concessions | Price upon request only | | |
| Children's/ Adult rides and amusements* | Price upon request only | | |
| Ice cream units max 3 units * | Price upon request only | | |
| Donut or Coffee units Max 2 units* | Price upon request only | | |
| Large Hot Food catering units Maximum of 6 units* | £375 | | |

- All pitches have a depth of 3m (except Food Catering units)
- All applications are subject to committee approval, the decision of the committee is final and no correspondence will be entered into.
- All pitch prices are for pitch rent only, no stalls, table or covers are provided.
- **NO** vehicles are allowed to be left at the pitch, unless essential (i.e. storage chillers).

For any questions, please contact Tony Burley on 07810 442516 (9am to 8pm only please) or email tony.burley@andovercarnival.org

* Every application for a food catering unit must include a separate Event bond cheque of £100, returnable after the Event if the site is deemed to be cleared to an approved standard and all terms and conditions been complied with as detailed in the terms and conditions on page 3.

**** Charity pitches are for promotional use only, no selling or fundraising is permitted unless it is on behalf of the Carnivals chosen charity/charities. Individual Charity collection tins however are permitted.**

If you are bringing your own structure (e.g. gazebo), then please give details below: Type:
Length (m): Depth (m)

Please give brief details or what your business will be promoting or selling if your application for a pitch is successful:

Timings

Sunday 16th July: 07:00 - Entry available arrival timings to be announced

11:30 - Inspection by the event Health and Safety Officer

12: 00 - Park officially opens to the public

20:30 - End of trading (event finishes at 21:00)

Parking:

- Vehicle Parking is NOT allowed on site except for essential vehicles (storage/chillers). Please indicate on your application form if you require vehicles to be left onsite.

Vehicle Movement

- Vehicular movement is not allowed after 11.45 (except for emergency vehicles) until close of event for caterers, ice cream/ donut and beverage units, children's rides and amusements.
- Small traders, craft and charity / community group stalls, will be permitted to leave at 7 pm or after the procession has finished and the public have returned to the park, should the procession be running behind schedule! Please ask the park manager or Health and safety officer for permission to leave BEFORE moving your vehicle on or off the park, you will be escorted on and off the park by marshals or security staff.
- Permission to move during these times may only be given by the Park Manager or Health and Safety officer only.

Generators:

- Petrol/diesel generators are allowed on site, diesel generators are preferable, they must be sited as not to allow fumes to escape into public areas, NO refuelling of generators will be permitted whilst the generator is running. Any spare fuel must be kept in closed metal fuel cans specifically designed to hold fuel, spare fuel should be stored away from any source of ignition or heat.

Bond :

- Every application for a food catering unit must include a bond of £100, returnable after the Carnival if the site is deemed to be cleared to an approved standard, as detailed in the terms and conditions.

Recycling:

- All traders are responsible for the removal and disposal of any and ALL waste.
- Failure to do so could result in the forfeit of your bond or an invoice for litter picking and disposal.
- We are working hard to lower our carbon footprint - please help by using corn starch cups and recycle everything where possible please!

Water:

- NO water is available on site, so please ensure you bring enough water with you.

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Terms and Conditions of Trading 2017

Site restrictions:

1. Pitch location is allocated in advance by the Organiser. The Organiser reserves the right to reallocate stalls, if essential for operational reasons or if traders arrive late.
2. Vehicular movement will be strictly controlled on site during festival trading hours, please read **Vehicular Movement** section on previous page. Any stallholders arriving after 11:00 on Sunday 16th July may be turned away and forfeit any fees paid.
3. Food Traders must remain at their pitch until the close of the festival. The site must be completely vacated by 23:59.
4. Subletting any part of the stall or pitch is not permitted.
5. All vehicles that are brought onto site are done so at the owner's risk and must be suitably insured. The Organiser cannot accept responsibility for any loss or damage that may occur during the festival.
6. Traders will be held responsible for any persons coming on site to deliver to or service their stall. Deliveries are not allowed during event hours and you must ensure that you have sufficient stock at your stall before vehicle movement restrictions apply.
7. Waste water must be put in containers and not poured on the ground. Traders are responsible for keeping their area tidy including frontage, preparation area. All rubbish should be removed from the site. Failure to clean your area will result in the forfeit of your Bond and or an invoice for litter picking and disposal.
8. There is **NO** electricity on site. Traders are permitted to bring generators, diesel generators are preferred, and they must be adequately silenced, guarded and sited as not to allow fumes to escape into public areas, NO refuelling of generators will be permitted whilst the generator is running. Any spare fuel must be kept in closed metal fuel cans specifically designed to hold fuel, spare fuel should be stored away from any source of ignition or heat.
9. All electrical equipment on site must have been tested and have a current safety certificate (e.g. PAT Certificate).
10. No music is to be played without prior written agreement from the Organiser.

HEALTH and SAFETY:

11. Traders must comply with all current Health, Safety and Hygiene requirements of The Organiser. Traders are not permitted to start trading until they have been given the go ahead by the Event Health and Safety Officer, following a Health and Safety Inspection.
12. An emergency access route will be established into and from the main site, this must be kept clear of traffic and obstacles at all times.
13. All traders will be required to provide the following copies to be enclosed with their application:
 - Certificate of Employer and Public Liability / Product Liability Insurance. Likewise traders are responsible for ensuring contractors delivering to, or working at their stall are suitably insured.
 - Fully completed risk Assessment
 - Health and Safety Policy document (*required if you employ 5 or more people*)
14. Food traders are also required to provide the following copies on application:
 - Basic food hygiene and safety certificates.
 - HACCP (Hazard Analysis Critical Control Points) System or Food Safety Management System e.g. SFBB pack.
 - Liability Insurance for a minimum of £5 million Public, £5 million Product and £10 million Employers.
 - All gas appliances require a Portable Gas appliance certificate issued within the last 12 months by a competent approved contractor.

FIRE SAFETY:

- 15. No open fires are allowed on site.
- 16 You must ensure that you have adequate exit points in the event of a fire. You must provide appropriate safety equipment (fire blankets, H₂O and CO₂ fire extinguishers) - to the satisfaction of the Event Safety Officer, all tested within the last 12 months. All staff should be trained in the event of a fire.
- 17. Traders are only allowed to bring one spare container of bottled gas (LPG) on site and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas containers used must be kept outside any structure and secured to stakes or other to ensure it cannot fall over.
- 18. Traders are required to keep both the 5 metre area in front of their stalls as well as the back of their market space tidy and free of rubbish.
- 19. Traders must comply with the terms of the local authority's licence conditions and to cooperate with their officials, and the Event Management personnel.
- 20. Liability disclaimer: Andover Carnival Organisation, their servants or agents will not be responsible for any accident, loss or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the festival site, or whilst entering or leaving the site. Please ensure all stallholders and helpers are vigilant. Andover Carnival Organisation is not responsible for the effects on the level of trade caused by weather or any other unforeseen circumstances.

Sign : _____ Print: _____ Date _____

By signing this form you acknowledge you have read and understand the above terms and conditions and agree to abide by them. Failure to do so could risk in your stall being closed with no refund given.

Food traders only Separate cheque for Festival Bond deposit payable to : Andover Carnival

| Please return with*: | | Tick |
|---|------------------------|------|
| Certificate of public and employment liability insurance (min £5m for food traders) valid on the day of the event | | |
| Gas safety registration certificate (1 per gas item) | | |
| Cheque for full fee payable to: Andover Carnival please write PF17 on the reverse. | | |
| BACS Details: HSBC Andover Carnival 40-08-28 Account no. 71648713 ref PF17 | | |
| All traders must also complete: | Risk assessment | |
| Food traders must also complete: | Catering questionnaire | |
| | Fire Safety assessment | |

***Failure to return with the relevant documents may result in your application being refused or returned. All traders will be required to complete a fire safety questionnaire, before trading commences.**

For any questions, please contact Tony Burley on 07810 442516 (9am to 8pm only please) or email: tony.burley@andovercarnival.org

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