# King coronation emblem

# You are invited to apply for a pitch at the fantastic

# Fleet Coronation Celebrations

# Sunday 7th May from 2.00pm till 8.30pm On Calthorpe Park GU51 4AB

Application for community stallholders at the Fleet Coronation Celebrations on Calthorpe Park, Fleet - on Sunday 7th May from 2pm till 10.00pm. There will be bands, children’s rides and family entertainment, a fantastic Celebration with International Street Food, Cakes, Fudge and much much more.

**THE PITCH**Each standard pitch is 3m x 3m square. Please provide your own gazebo. **DECORATION OF YOUR PITCH**We ask that you really try to make your stall look and feel celebratory to blend in with the atmosphere being created by the Fleet Coronation Celebrations Organisers.

**INSURANCE**All stallholders must have Public Liability Insurance to the value of at least £5m. A copy of the Certificate must be sent with the completed application form to Janet Stanton at janet.stanton@hotmail.co.uk
**TRADING HOURS**2.00pm till 10.00pm as a maximum. **VEHICLE ACCESS AND PARKING**Vehicles will be permitted on site only for unloading before setting up and removal of stock at the close of the event. All vehicles must be off site before 1.30pm and will be permitted back on site only after close of business at s 10.00pm.  **EQUIPMENT**Stallholders providing food will need to provide tables, display stands etc. and bring catering equipment and utensils.

If you need further information, please contact Janet Stanton at janet.stanton@hotmail.co.uk

Please complete and return the application form to register your booking request**.**

###### We will review all applications within 4 weeks and will let you know if your application is successful. When you have been accepted, you must secure your pitch by confirming your attendance by email to Janet. Do not assume your application has been accepted without following this process

Terms and Conditions of Acceptance

**PLEASE NOTE: It is a condition of our contract that any stallholder in breach of the conditions will be required to leave the event**

**Stallholders are offered a pitch on the following conditions:**

**Set up and break down**

* Event Hours are 2.00pm until 10.00pm. There will be no breaking down before 10.00pm unless authorised by the event organiser.
* Community stallholders may arrive on site from 11.00am
* All vehicles must be off site before 1.30pm – no vehicle can remain onsite during the event opening hours.
* No vehicle can be returned to the site before 10.00pm
* Parking area for stallholders will be notified prior to the event with the joining instructions.
* All food traders must provide suitable floor covering on their pitch to prevent staining of the ground.
* Every effort must be made to ensure that there is no damage caused by stallholders or their staff, to the event organising team or Council property during the event
* All stallholders must comply with the directions given to them by the Event marshals who will be on site to assist

**Health and Hygiene**

* All stallholders must have a Covid-19 risk assessment, if required at the time of the event by the UK Government.
* There will be no smoking adjacent to the stallholder area
* All stallholders providing food should be registered with their local authority
* All food stallholders must have a current Food Hygiene Rating of at least 4
* All food stallholders and each member of their staff must have Food Safety Certificate Level 2
* All electrical equipment must have a current PAT Certificate
* All LPG equipment must have a current Gas Safe Certificate
* All food stallholders who are cooking food must have a completed Fire Risk Assessment
* All food stalls must have an adequately stocked First Aid Kit
* All food stalls must have hand sanitising facilities of a standard acceptable to Environmental Health Officials.
* All stalholders must have Public Liability Insurance Cover to a minimum of £5m cover.
* **Copies of all documentation/certificatesrequired must always be onsite in a folder, or saved to a smartphone or tablet ready for inspection if requested.**

**Pitch Availability and Payment**

* Every stallholder must complete an application form and sign these Terms and Conditions before being accepted for a pitch
* The application form for a pitch must be received by 12 noon on Friday, 31st March, 2023 or as soon as possible thereafter. Late applications may miss out on a great opportunity.

**Waste and Litter**

* STRICTLY NO liquid waste can be disposed of on site. No emptying liquid waste into the drains.
* All stall waste, solid and liquid, must be removed from site by the stallholder.
* No unsightly/untidy waste can be stored in customer view during trading.
* No flammable waste stored close to any source of ignition.

**Electricity Supply**

* There is NO electricity available on site,
* If a generator is used, you must have the relevant safety documents available for inspection.
* No petrol generators permitted.
* You must have the Event Organiser’s approval to bring a generator on site. **If you do bring a generator, you must supply a list of the equipment that you will be using.**

**Issues and Grievances**

* Any issues, problems or grievances must be raised in the first instance with the Event Organiser on site.
* If the problem cannot be resolved on site, contact Janet Stanton at janet.stanton@hotmail.co.uk

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| **Declaration****I have read and understand the terms and conditions in this document and agree to abide by them whilst attending the Fleet Coronation Celebrations event.** |
| **STALLHOLDER****(Print Name)** |  |
| **SIGNATURE** |  |
| **ROLE/APPOINTMENT** |  |
| **DATE** |  |
| **FOR EVENT ORGANISER****(Print Name)** |  |
| **SIGNATURE**  |  |
| **DATE** |  |

**Please return the completed Application Form and Terms and Conditions to**

**Janet Stanton at janet.stanton@hotmail.co.uk**