



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green



STREET FAIR
APPLICATION FORM
SATURDAY 4TH JUNE 2022

Please complete and return this form by 30th April 2022 via email to:
info@wellingtontowncouncil.co.uk

Please use **BLOCK CAPITALS** and write clearly

Name of Organisation	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-Mail	
Number of pitches (10ft) : *Half pitches will not be allowed	
*PLEASE NOTE THERE WILL BE NO ELECTRIC SUPPLY. ALL STALL HOLDERS WILL NEED TO PROVIDE THEIR OWN POWER. "SILENT" (LOW LEVEL NOISE) GENERATORS MAY BE USED.	



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Nature of Activities (eg. Art & Crafts, other Business, community group, charity, etc.):	Description of your products/activity:
*IMPORTANT: Charities raising money by selling products or taking donations will need to get permission to trade/collect on the streets. For an application form please contact: Somerset West & Taunton District Council, PO Box 866, Taunton TA1 9GS. Tel: 0300 304 8000. Website: www.somersetwestandtaunton.gov.uk It is the responsibility of the persons booking the stall on behalf of the charity to ensure that a Street Collection permit has been received and it is essential that charities bring their Permit to the market and display it on their stall.	
Are you member of any other assurance certification scheme: Yes/No	If yes please provide a copy of the certificate(s)
*WE WILL NOT ACCEPT STALL APPLICATIONS FROM TRADERS WISHING TO SELL ALCOHOL FOR IMMEDIATE CONSUMPTION.	
Please ensure you have included the following: please tick or put an X in the box(es) as applicable (adding others if included):	
Current Public and Product Liability insurance certificate (minimum £5 million cover)	
Environmental Health Score Food Hygiene Training Certificate Organic certification or registration with other certification bodies	
Risk Assessment	



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Contact Details of the person running the stall:

Name:	
Mobile Number:	
Email:	

Signature:.....

Name:.....

Date:.....



Terms and Conditions:

1. Please provide a copy of your covid risk assessment, public liability insurance, trading permit, food hygiene certificate as appropriate and any assurance scheme certificate you belong to with your booking form.
2. On approval of your application, we will then email you a pitch confirmation. We will also send an invoice for a deposit of £30.00 per stall (refundable after event). This will be non-refundable if you fail to turn up on the event day. If you cancel your booking 4 weeks or more before the Street Fair there will be a full refund. Should the event be cancelled by the Town Council you will receive a full refund.
3. Full payment of your deposit is required to secure a booking. If the Town Council do not receive payment within the payment terms stated on the invoice, the booking will be cancelled. The Town Council will inform the Trader of this before cancelling the booking.
4. The Applicant must have appropriate and proper insurance against public liability and Third Party risks. The minimum cover should be £5 million and should cover the Applicant's stand or display and any additional equipment under their control. Where food is sold there should be specific insurance to cover against food poisoning for the same amount. A copy of the applicants insurance certificate should be submitted upon application.
5. If the Stallholder or any member of their staff has any physical disability, The Applicant should let the Town Council know of any particular requirements, so that we can do our best to provide them.
6. The Applicant will be responsible for clearing any refuse etc. caused directly by their activities and the site must be cleared by **17:30hrs**. The Town Council reserve the right to pass on the costs of clearing any refuse left behind by stall holders to the applicant.
7. All Stallholders are to supply their own stalls, chairs, tables & gazebos etc.
8. Stallholders are responsible for their own goods at the Street Fair and no responsibility is accepted by the Town Council for loss, damage, or financial loss, due to abandonment or cancellation of the event due to factors beyond our control – this includes extreme weather, public order advice, public health advice, terrorism threat level increase etc.,



9. Stallholders must ensure they have adequate and suitable preparation to allow for adverse weather conditions.
10. Stalls will only be booked when the enclosed form, supporting documents is received by the organiser.
11. It is essential that Charities bring their Street Collection Permit to the Street Fair and display it on their stall.
12. Stallholders are required to keep all adjacent steps and ramps clear for pedestrians.
13. Stall holders to keep within their allocated area and to remove all rubbish from their site.
14. We ask all stallholders to present their areas as attractively as possible.
15. All Stallholders can enter the street and claim their pitch by **07.00am**
16. All vehicles are to be removed as quickly as possible from the site and by no later than 9.30am.
17. No vehicles will be permitted back onto the site until **16:15pm**.
18. Stalls should be dismantled, packed away and removed from site by **17.30pm**
19. Please respect our volunteers who give up their time for your benefit.
20. Wellington Town Council reserve the right to alter or revise any conditions without prior notice.
21. Wellington Town Council reserve the right to require that a stall is removed during the day if its staff believe that the stall holder is not acting in accordance with these terms and conditions or if they believe that the stall holder's behavior is likely to cause a disturbance.
22. Wellington Town Council's decision in **ALL** matters regarding this event is final.
23. Wellington Town Council will only use the information provided on this form for the intended purpose of administration relating to the Street Fair. The Council's Privacy Notice sets out how Wellington Town Council processes your personal data. It can be viewed online at www.wellingtontowncouncil.co.uk. A paper copy is available upon request.
24. Please contact the Town Council office if you need any further information:
Telephone number: 01823 662855
Email: info@wellingtontowncouncil.co.uk



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ON THE DAY OF THE FAIR

While setting up and packing up please note:

For stall holders on the **High Street:**

Enter at the traffic lights by The Iron Duke (West) and leave at the traffic lights by Waitrose (East)

For stall holders on **South Street:**

Enter at the traffic lights by The Iron Duke (West) and leave via South Street past Wellington School (South)

This will create a ONE-WAY system and allow speedy set up and pack up for everyone.

All vehicles must be off the street at the allotted times for health and safety.