



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

D-DAY 80TH ANNIVERSARY

STREET FAIR

APPLICATION FORM

SATURDAY 1ST JUNE 2024

Please complete and return this form by Friday 10th May 2024 via email to:
info@wellingtontowncouncil.co.uk

Fee: £45 (refundable) to secure booking

Please use BLOCK CAPITALS and write clearly.

Name of Organisation	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-Mail	
<p>*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.</p> <p>If electricity power is required this may be provided on request and will be subject to a cost.</p>	

PLEASE STIPULATE IN THE BOX WHICH SPACE YOU WOULD LIKE TO BOOK: STALLHOLDERS MUST PROVIDE THEIR OWN INDUSTRIAL STRENGTH GAZEBO WITH APPROPRIATE WEIGHTS AND TABLE

Size:
3M X 3M

Please tick:

Nature of Activities

(e.g. Art & Crafts, other Business, community group, charity, etc.):

Description of your products/activity:

(e.g. Jewellery, Bric a Brac, information, recruitment, fundraising etc.)

***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 Council Tel: 0300 123 2224. Website: www.somerset.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

Declaration – Please circle as appropriate:

- I have included all details requested on this form Yes / No
- I have read the terms and conditions and agree to abide by them. Yes / No
- I enclose a copy of my public liability insurance Yes / No
- I enclose a copy of my food hygiene certificate Yes / No
- I agree to my details being given to partners to update me on promotional opportunities Yes / No

Signature:

.....

Name:

.....

Date:

.....

Contact Details of the person running the stall (if different from applicant):

Name:	
Mobile Number:	
Email:	

Terms and Conditions:

1. Please provide a copy of your risk assessment, public liability insurance, trading permit, food hygiene certificate (if applicable), and any assurance scheme certificate you belong to with your booking form.
2. All stallholders are responsible for their own risk assessment. We can provide a simple form for stallholders to complete, this form will list the known hazards of each operation, list who is likely to be harmed; and, list the measures that are necessary to remove or reduce the risks identified.
3. **On approval of your application, we will email you an invoice stall fee. This will be refundable provided you still attend (minus a 15% administration charge). If you cancel your booking 4 weeks or more before the Street Fair there will be a full refund minus a 15% administration charge. If you cancel within 14 days of the Street Fair there will be no refund, unless the space is resold. A refund can be given minus a 15% administration charge.**
4. Full payment is required to secure a booking. If the Town Council does not receive payment within the payment terms stated on the invoice, the booking will be cancelled. The Town Council will inform the applicant of this before cancelling the booking.
5. 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 applicant's insurance certificate should be submitted upon application.
6. 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.
7. The applicant will be responsible for clearing any refuse etc. caused directly by their activities and the site must be cleared by **17:30**. The Town Council reserves the right to pass on the costs of clearing any refuse left behind by the stall to the applicant.
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. It is essential that charities bring their Street Collection Permit to the Street Fair and display it on their stall.
11. Stallholders are required to keep all adjacent steps and ramps clear for pedestrians.
12. Stallholders are to keep within their allocated area.
13. We ask all stallholders to present their areas as attractively as possible.

14. All Stallholders can enter the street and claim their pitch from **07:00**.
15. All vehicles are to be removed as quickly as possible from the site and by no later than **09:30**.
16. No vehicles will be permitted back onto the site until **16:15**.
17. Stalls should be dismantled, packed away and removed from site by **17:30**.
18. Please respect our volunteers who give up their time for your benefit.
19. Wellington Town Council reserve the right to alter or revise any conditions without prior notice.
20. The Town Council reserves the right to reallocate stalls or refuse bookings without any reasons.
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 behaviour 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**

Further details regarding access and set-up will be circulated nearer the date of the event. This will include a stall layout plan.