# Bishop’s Stortford Town Council

# CARNival FUN Day PITCH saturday 20 June 2020

# Application Form and LICENCE - EXCEPT CATERING PITCHES

We have over 120 pitches for sale. We operate on a first come first served basis; however your application will not join the queue to be processed unless the form is correctly completed, all the requested valid documentation is included and full payment is received. You will be notified if your application has been either be accepted or rejected together with next steps. Until you have received a notification and acknowledgement from us please do not assume that your application has been accepted. Application entry will close at 17.00 on 25 May 2020 or when we no longer have any pitches for sale whichever is the sooner. We may operate a waiting list so do notify us even if the event is full of your interest to trade.

You can return the completed form to the Event Manager at Bishop’s Stortford Town Council, The Old Monastery, Windhill, Bishop’s Stortford CM23 2ND or [carnival@bishopsstortfordtc.gov.uk](mailto:carnival@bishopsstortfordtc.gov.uk)

BUSINESS DETAILS

|  |  |
| --- | --- |
| Contact Name |  |
| Business Name |  |
| Business Address |  |
| Business Website/Social Media Handles |  |
| Type of business | Commercial Non-profit/Charity |
| Email |  |
| Phone Number |  |

TRADING DETAILSWhere appropriate please circle the appropriate options

|  |  |
| --- | --- |
| Describe your main product line \*  **\***This can also include giving out information or literature. Main line products are products that make up the majority of your stock |  |
| Type of Stall- please note we do not provide any stalls for hire | Gazebo  Trailer  Trailer hatch opening: Driver side Passenger side Steel frame Other |
| Stall size – to include tow bar and opening of door | Width: Depth: |
| Number of pitches required (1 pitch is 4m x 4m)  Cost per pitch:  Commercial business £50.00  Charity/ non-profit making organisation £30.00 |  |

Payments can be made by bank transfer - Bank details: Account Name: Bishops Stortford Town Council Account Number: 00105598 Sort Code: 30 90 84 or sent to Bishop's Stortford Town Council offices by cheque (payable to Bishop’s Stortford Town Council). Please reference the Carnival with your payments.

HOW DID YOU HEAR ABOUT BISHOP’S STORTFORD CARNIVAL FUN DAY?

DECLARATION

|  |  |
| --- | --- |
| I hereby declare… | Please tick |
| I have attached my public liability certificate (minimum £1 million pounds for non-catering stallholders and minimum £5 million pounds for catering stallholders) |  |
| I have enclosed a photograph of my stall to demonstrate how my goods are presented |  |
| I have enclosed a copy of my photo identification, such as a driving license |  |
| I confirm that I have a right to work in the UK and that Bishop’s Stortford Town Council may make such reasonable enquiries as it sees fit to confirm my right to work status |  |
| The information above is correct to the best of my knowledge and belief. I accept that I am responsible for ensuring that Bishop’s Stortford Town Council is made aware of changes to the above |  |
| I have read and agree to abide by the Carnival Fun Day rules and regulations which form part of this contract |  |
| I am applying for a licence to trade at Bishop’s Stortford Carnival Fun Day and understand that a licence agreement (contract) will only be created once all valid in-date documentation (in line with the date of the event) has been received, full payment has been made and written acceptance (which may be by email) has been received from the Council, but not before |  |
| I agree to pay the fee for the number of pitches I have requested |  |
| I understand that unless your application has been rejected by Bishop’s Stortford Town Council no refund will be given should you not attend for any reason (even if prior notice is given) |  |
| I understand that I may not trade until permission has been issued |  |
| I agree to only sell goods which have been specified in this application form |  |
| I acknowledge and accept that there is currently no provision for waste disposal at the Carnival Fun Day. It is the responsibility of each licensee to ensure that all refuse generated is removed at the end of the event and disposed of legally and appropriately. Proof may be required and certificates and documents maybe subject to audit. |  |
| I consent to Bishop’s Stortford Town Council using my business name, details of the traded goods, business website or social media when advertising the Carnival Fun Day |  |

DECLARATIONS – FOOD/ ALCOHOL TRADERS AND GAS USERS ONLY

|  |  |
| --- | --- |
|  | Please tick |
| I have attached my food hygiene safety training certificates (food traders only) |  |
| I have attached evidence of my food hygiene rating (food traders only). Minimum rating we will accept is 3 |  |
| I have attached my gas safety certificate (**dated within the last 12 months**) |  |
| Please confirm your number of fire extinguishers |  |
| Off-sales alcohol: I acknowledge that if my application to sell alcohol (off-sales permitted only) is accepted, I will apply for a TEN (Temporary Event Notice) from East Herts Council.  More details can be found in the Carnival Fun Day terms and conditions below in the “Licences” section |  |

Please note: We will only use your data for the purposes of processing your application and if successful, in connection with the license. Your information will not be sold or shared commercially. Your information may also be shared with other agencies or authorities for the purposes of the prevention and detection of fraud, where an appropriate request has been made under the Data Protection Act. During the course of processing or storage, information may reside or pass through electronic systems outside the EU.

|  |  |
| --- | --- |
| Licensee signature: | Date: |

# CARNIVAL FUN DAY ON SWORDERS FIELD - important information

The Carnival Fun Day is a family friendly event comprising of arena displays and entertainment, a fun fair, children’s entertainers, dance displays, music and theatrical performances, stalls, street food and refreshments.

This year’s carnival theme is “A day at the circus”.

APPLICATION PROCESS:

We have over 120 pitches for sale. We operate on a first come first served basis; however your application will not join the queue to be processed unless the form is correctly completed, all the requested valid documentation is included and full payment is received. You will be notified if your application has been either be accepted or rejected together with next steps. Until you have received a notification and acknowledgement from us please do not assume that your application has been accepted. Application entry will close at 17.00 on 25 May 2020 or when we no longer have any pitches for sale whichever is the sooner. We may operate a waiting list so do notify us even if the event is full of your interest to trade.

You can return the completed form to the Event Manager at Bishop’s Stortford Town Council, The Old Monastery, Windhill, Bishop’s Stortford CM23 2ND or [carnival@bishopsstortfordtc.gov.uk](mailto:carnival@bishopsstortfordtc.gov.uk)

LOCATION:

Sworders Field, off The Causeway, Bishop’s Stortford. Postcode: CM23 2EL

ACCESS AND SET UP:

From 08.00 – 11.00 via the bridge adjacent to Link Road Car Park. The satnav postcode for the car park is CM23 2BA. Admittance outside these hours will be refused.

Only participants and vehicles associated with the event will be able to gain access. Stallholders are limited to one vehicle per company or organisation. Please allow time to unload and set up your stall. Bear in mind other stallholders will be setting up at the same time. Stallholders must drop off their gazebo, their belongings and equipment and then park their vehicle before setting anything up. Vehicles must be removed from the site immediately.

PARKING:

No vehicles may be parked in the Carnival Fun Day area unless agreed in writing by the Event Manager in cases such as hot food vendors needing to provide refrigeration.

The nearest car parks to the event are:

* Link Road (CM23 2BA)
* Northgate End (CM23 2ET)
* Causeway car park (CM23 2EN. 5 hours maximum)

PUBLIC OPENING TIMES:

12.30 – 17.30

PUBLIC ENTRY COST:

Free

# CARNIVAL FUN DAY – site information

* The terrain is grass (field) – there is no hard standing
* No electric or running water is available on site
* Because of the nature of the site it is impossible to guarantee a level site
* Catering stallholders are not to dig soak away drainage points
* Any stallholders found to have damaged any part of the site will be liable to the cost of reimbursement

# Carnival Fun Day 2020 RULES AND REGULATIONS

Nothing in the regulations below shall be construed as placing an obligation on the Council to provide Bishop’s Stortford Carnival Fun Day on 20 June 2020, but it is agreed that the council will endeavour to provide the Carnival Fun Day except where prevented from doing so by circumstances beyond its control such as if adverse weather makes the holding of the Carnival Fun Day unsafe for the licensees or the public. In order to meet this obligation the Council may, at its absolute discretion, restrict, re-site or alter the layout of the Carnival Fun Day. Bishop’s Stortford Town Council reserves the right to alter any element or order the cessation of any activity.

The rules and regulations will be enforced by the Event Manager or another representative of Bishop's Stortford Town Council (“the Council”).

# LICENCES

* All traders must hold a valid and current Licence Agreement signed by the licensees and the Council before commencing trade and at all times while trading. This document (such as an entry ticket) will be issued electronically to the email address (as specified on the application form) shortly before the event
* The Licence is personal to the licensee and may not be transferred, resold or sub-let. The stall must be operated at all times by the licensee, a member of the licensee’s immediate family, or an individual employed directly by the licensee
* Licensees must only sell goods which have been specified in their application and approved by the Event Manager unless otherwise agreed in writing by the Event Manager. The goods specified on the application form must only be main line products that make up the majority of the stock
* With the exception of the Carnival Fun Day Bar, no licensee will be given the exclusive right to sell any item, type of item, or range of items and the Council may accept product lines that compete with existing licensees. The decision of the Event Manager on such matters will be final. Licensees that sell multiple lines will be assessed on the predominant ‘normal’ item or items that they sell. The Council does, however, reserve the right to decline any application if it considers that any particular trade or line will be over-represented
* With the exception of the Carnival Fun Day Bar, the sale of on-sales alcohol (alcohol to be consumed on site), tobacco, live animals, fireworks, offensive weapons, pornographic material, unsafe goods, illegal or counterfeit goods is prohibited
* All licensees selling off-sales alcohol (only off-sales alcohol permitted) are required to apply for a TEN (Temporary Event Notice) for the date of the Carnival Fun Day, from East Herts Council. Upon acceptance of the Carnival Fun Day pitch application, the Town Council will issue the licensee with a pitch reference in order to complete the TEN application form
* All licensees wishing to carry out a street collection at the Carnival Fun Day must comply with East Herts District Council’s Street Collection regulations and have a valid collection licence issued by East Herts District Council

# PITCHES AND COMMODITIES

* Licensees and pitches will be allocated by the Event Manager as he/she considers best for the Carnival Fun Day. Licencees are not permitted to set up without prior consent or in pitches that have not been allocated to them. If works are taking place in an allocated pitch or the allocated pitch is for some other reason not available no refund will be due where there is an alternative pitch available anywhere at the Carnival Fun Day
* Licensees are responsible for providing and erecting and dismantling their own stalls
* Unless otherwise agreed, a pitch will be 4m x 4m for stallholders and 5m x 5m for catering stallholders. Licensees may trade on multiple adjacent pitches if the licence so permits. Pitches that are next to one another are not necessarily in numerical order
* There may be pitches allocated that are smaller or larger than specified above
* Licensees must trade from within the boundary of the pitch (for the avoidance of doubt this includes any merchandise or other items belonging or associated with the Licensee)
* Licensees do not acquire any enduring right to retain a specific pitch. Other than in emergency or for urgent operational reasons the Council will normally consult in advance on proposed reallocations however the Council reserves the absolute right to reallocate pitches as it sees fit
* The Event Manager or another representative from the Council may, at their sole discretion and subject to availability of pitches and time to consider the request, hear requests from licensees who wish to relocate to alternative pitches. However, there will be no obligation on the Council to consider such requests or to relocate a licensee. No refunds will be given should the Council decline to consider the request or if the licensee relocates
* Auctions (real or mock) are not permitted
* The use of amplified sound is prohibited with the exception of low-level background audible from the pitch and immediately adjacent pitches only. Licensees using amplified music and/or copyright material must be in possession of the appropriate permissions and must inform the Event Manager

# trading hours, LOADING AND UNLOADING

* Public opening hours: 12.30-17.30
* Only participants and vehicles associated with the event will be able to gain access. Vehicles will be allowed in the Carnival Fun Day area whilst unloading and loading only. This should be done as quickly as possible. Licensees are only permitted to bring one vehicle per company or organisation to the Carnival Fun Day area. Vehicles must not be left unattended at any time whilst unloading and loading and must be positioned so as to cause minimum disruption to others. When licensees find their pitch(es), they must drop off the gazebo, their belongings and equipment and then park their vehicle before setting anything up. Vehicles must be removed from the site immediately.
* Licensees will be instructed when to arrive at the Carnival Fun Day. Should licensees arrive outside of the times given the Council reserve the right to refuse entry to the Carnival Fun Day. No refunds will be given should the Council refuse entry
* Licensees must occupy their allocated pitch by 08.00 – 11.00 and must be set up and ready to trade by 11.30 on the day of the Carnival Fun Day unless express permission has been given by the Event Manager. Pitches not occupied by 11.15 may be allocated, by the Council or its nominated representative at that time, to another licensee in attendance or the licensee may be refused entry to the Carnival Fun Day; should this occur no refunds will be given. The decision of the Event Manager on such matters will be final
* Unloading vehicles must be off site by 11.30. Loading vehicles must be removed by 18.30 or otherwise at the Event Manager’s discretion. We will be operating staggered entry for loading after the event has closed to the public (17.30)
* No licensee may begin to clear their stall during the stated trading hours unless permission is given in writing by the Event Manager
* Vehicular movements on the field are not permitted between 11.30 and 17.30

# PARKING

* No vehicle belonging to a licensee or their staff may be parked in the Carnival Fun Day area unless agreed in writing by the Event Manager in cases such as hot food vendors needing to provide refrigeration
* The Council will not, in any circumstance, be responsible for any penalty charges or fines incurred by any licensee

# PRESENTATION

It is the intention of Bishop’s Stortford Town Council to ensure that the Carnival Fun Day is well presented and adequately stocked to be attractive to potential customers and stallholders. A high standard is required of all licensees’ presentations and merchandising and in pursuit of this the Council have set quality standards for all licensees to abide by. These should be regarded as a minimum. Guidance on how to achieve this level can be given by the Event Manager. Should an individual licensee fail to conform to the quality standards their license may be terminated.

The Minimum Quality standards-

* Unless otherwise agreed with the Event Manager licensees may only trade from gazebos or metal-framed stalls.
* During trading hours, stalls and pitches must be presentable and in keeping with the Carnival Fun Day
* Stalls, fixtures and fittings (display stands, tables, etc). must be of a good quality and professional appearance, and meet Health and Safety requirements.
* Gazebos must cover all of the fixtures and fittings and should be clean and in good repair. Unless used for extensive display or prices or other information licensees strongly encouraged to have clear side sheets or sheets that have a clear window to present a view of the goods on sale from all directions.
* Metal-framed stalls: Tarpaulins must be clean and attached to the stall in a neat and symmetrical manner at all times (other than when adverse conditions make it unsafe to do so). Preferably these should be of one colour/design. Licensees strongly encouraged to have clear side sheets or sheets that have a clear window.
* Metal clips and Weights (where used) must be put on the inside of the stall as this looks neater (and also helps avoid any potential Health and Safety issues).
* Fixtures and fittings must be clean and in good repair.
* Licensees are strongly encouraged to have a skirt around the bottom of the stall to hide any unsightly fixtures and fittings or stock such as cardboard or plastic boxes. Skirts and all other covers used on the stall should be clean and in good repair.
* Trailers and other vehicles that are used to sell goods from must be of clean and tidy appearance, and conform to the above minimum standards (where appropriate).

Licensees are strongly encouraged to:

* Keep their stall adequately stocked with goods attractively displayed.
* Clearly price all products and display a returns policy, details of payment methods such as credit/debit cards accepted etc and public liability insurance to increase shopper’s confidence.

# LITTER AND WASTE

* Licensees must ensure that all pitches and the immediate surrounding areas are cleared of all refuse generated by their business throughout the day and at the close of the Carnival Fun Day
* The Council will not provide waste disposal facilities at the Carnival Fun Day. It is the responsibility of the Licensee to ensure that all refuse generated is removed at the end of trading and disposed of legally and appropriately. Proof may be required and certificates and documents maybe subject to audit
* Licensees must not under any circumstance put their trade waste in public litter bins
* Licensees providing containers for food or drink consumption at the Carnival Fun Day must also provide disposal facilities unless permission has been given in writing from the Event Manager
* If a licensee does not dispose of and/or remove trade waste in accordance with this clause (litter and waste) the Council may remove the waste and charge the licensee the reasonable cost of removal and disposal.

# BEHAVIOUR

* Licensees are expected to present a positive image at the Carnival Fun Day and to treat customers, fellow licensees and others with courtesy at all times (including comments made online and other publications)
* Licensees are required to conduct themselves in a manner that does not bring any adverse publicity to the Carnival Fun Day, fellow licensees or Bishop’s Stortford Town Council (including comments made online and other publications)
* A licensee shall not, to the annoyance of any other person, ring any bell or blow any horn or use any other noisy instrument or loudspeaker to attract the attention or custom of any person to any sale or to any goods intended for sale
* The following must be observed by licensees and any other person operating a stall at all times:
  + - * + No swearing or arguing
        + No fighting
        + No drugs (promotion or consumption)
        + No children (unless approved by the Event Manager)
* Responsibility for adherence to the rules and for the behaviour of any person employed or manning a stall still remains with the person to whom the licence was allocated. Failure to behave in accordance with these rules may lead to permanent termination of a licence.

# GENERATORS and ELECTRICAL goods

* Licensees may only use electrical equipment that it is in good condition, weatherproof and suitable for outside use.
* Generators must be located so as not to be accessible to members of the public or other unauthorised persons
* All cables must be routed away from pedestrian traffic routes in order to avoid tripping hazards and must be protected from mechanical damage. Licensees must ensure that trailing cables do not present trip hazards or any other hazard and are suitably protected and at a safe height. Alternatively Licensees should cover any cables with cable covering. The cable covering should lie flat, and cover the entire length of the cable
* No re-fuelling or storage of fuel is allowed on site
* Where the Event Manager considers that a generator is too noisy, he/she will require that the generator be switched off immediately

# TRADING REGULATIONS

* It is the responsibility for all licensees to acquaint themselves with the trading regulation regarding their own specialist area and abide by them. The licensee must ensure that all staff are properly trained to meet the necessary standards and regulations. Certificates of proof must be available to the Event Manager on request
* Licensees must ensure that they comply with all relevant legislation with regard to employment of minors

# Termination

* Bishop’s Stortford Town Council reserves the right to exclude or/and to terminate the license of any licensee who has breached the Carnival Fun Day rules and regulations or falsified application information or whose actions are not in the best interests of the Carnival Fun Day
* The Event Manager can seek the immediate removal of a licensee, his employees, attendants or any other person associated with the licensee, who in the Event Managers opinion, is causing a nuisance, annoyance or danger to other licensees, Bishop's Stortford Town Council representatives or the public or who damages any property of the Council

# PROCEDURE FOR DEALING WITH COMPLAINTS

* Complaints by licensees in respect of any matters affecting the Carnival Fun Day must be brought to the attention of the Event Manager promptly. He/she will carry out investigation, relevant action and notification to the complainant of the result. Licensees must comply with any request from the Event Manager to provide written notification of a complaint
* If a complainant is not satisfied with the action taken by the Event Manager on any complaint then the matter may be referred in writing to the Chief Executive Officer of Bishop's Stortford Town Council in accordance with the Town Council complaints procedure. This procedure is available upon request or is available on Bishop’s Stortford Town Council’s website

# HEALTH AND SAFETY REQUIREMENTS

Bishop’s Stortford Town Council is committed to delivering, improving and developing a safe Carnival Fun Day for licensees and customers. In order to ensure this Bishop’s Stortford Town Council requires licensees to comply with the following requirements:

* Licensees are responsible for ensuring that their stall is properly constructed and assembled and that no modifications are made which constitute a safety hazard
* Licensees must co-operate with the Event Manager with regard to risk assessments of the Carnival Fun Day both as a whole and of individual stalls
* Licensees must immediately comply with any reasonable instruction given by the Event Manager or other Council employee in the interests of Health and Safety
* Licensees are required to ensure that their stalls are positioned so as not to obstruct the passageway in a way which impedes pedestrian or vehicular movement around the Carnival Fun Day, presents a safety hazard or which may be detrimental to the efficient operation of the Carnival Fun Day
* Licensees stalls must be weighted correctly in relation to the particular weather conditions (this could vary in one single trading day)
* Licensees are required to ensure all other health and safety provisions are met in accordance with their particular stall and business in relation to weather condition
* The decision of the Event Manager is final on the interpretation of this section

# LIABILITY AND INSURANCE

* Proof of public liability cover (minimum one million pounds for non-catering licensees and minimum five million pounds for catering licensees) must be provided in all cases by the licensee.
* Licensees must notify the Event Manager of any changes in insurance and provide copies on request and on renewal (if the insurance expires prior to the event date)
* A Licensee shall indemnify the Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the licensees use of any stall, pitch, vehicle or stand etc. on the Carnival Fun Day
* A licensee shall have no claim for compensation for any loss whatsoever (other than amount equal to the pitch fee paid) on the termination or suspension or where a pitch is not available or made available to the licensee for whatever reason, nor for loss or damage to stock, to stalls or to any other items brought onto the Carnival Fun Day by the licensee.
* The Council will not be responsible for personal injury or death unless the personal injury of death has been caused by the negligence of the Council or its officers or Agents

# EQUAL OPPORTUNITIES POLICY

* Bishop’s Stortford Town Council is committed to equal opportunities where it applies to both the running of, and the trading on, the Carnival Fun Day. This means that no one will be treated less favourably or suffer any detriment on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age or disability. Bishop’s Stortford Town Council is also committed to anti-discriminatory practices with regard to the service received by our customers, clients or contractors on the same grounds as above. This means that:
  + No licensee may abuse or refuse service to any customer on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age or disability.