

PELSALL CARNIVAL 2023

LOCATION: PELSALL COMMON, WS3 4BH

DATE: 8TH JULY 2023

STALL BOOKING FORM



Stallholder

Name.....

Business/Charity Name.....

Address.....

.....

Contact No..... Watsapp Y/N

Email.....

Stall description.....

.....

Size of Pitch required in 3x3m increments:.....

Did you have a stall at Pelsall Carnival 2022? Y/N and/or 2019 Y?N

ALL STALLS MUST HOLD PUBLIC INDEMNITY INSURANCE AND PROVIDE A RISK ASSESSMENT

PITCH FEES per 3x3m space:

Charity/Fundraising £15

Craft/Handmade £20

Trading Stalls £25

Food and Entertainment: by Tender – please submit, the space required and the intended fee – submissions will be put to the committee and successful applications, will be contacted. You will then have 7 days to make payment, before the space is offered elsewhere

FOOD VENDORS MUST INCLUDE FOOD HYGIENE CERTIFICATES

ENTERTAINMENT STALLS MUST INCLUDE DBS FOR ALL STAFF AGED 18+

PLEASE NOTE: BOOKINGS ARE NOT CONFIRMED UNTIL ALL DOCUMENTS HAVE BEEN RECEIVED

PLEASE MARK AS SUBMITTED: booking form, payment, DBS checks, risk assessment, public indemnity insurance, food hygiene certificate

Payment is preferred through PAYPAL: pelsallccpayments@gmail.com

Upon receipt of booking form, payment and necessary certificates, confirmation will be emailed

For further information, please email: pccstallbookings1@outlook.com

SIGNED:.....

CONFIRM I AGREE TO THE TERMS AND CONDITIONS OF THIS EVENT AND HAVE READ THE DATA PROTECTION POLICY

TERMS & CONDITIONS

ARRIVAL

- Traders will be able to enter the site from 6am on the day and will access the site from the signposted entrances
- No traders will be allowed onto the site, without prior booking
- Should space be available, it will be at the discretion of the Marshalls, to allow additional traders onto the site, however all booking requirements will be required without exception
- **STALLS MUST BE SET UP BY 10am**
- The event is on an open field and so trading hours are very flexible, however we expect stalls to be trading from 10am to 5pm

INSURANCE DOCUMENTS

- Exhibitors are solely responsible for the safe custody of their property and valid Public Liability Insurance must be in place for the event. Pelsall Carnival Committee, its officers and staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident etc)

PITCH DETAILS

- Signage/items must not cause obstruction to walkways or other traders stands
- Pelsall Carnival Marshalls have the authority to remove any such obstruction and request the stand rearranged
- Sub-letting is **PROHIBITED**
- It is strongly recommended that you use weather protection (gazebo etc) – **NO** refunds are offered for inclement weather
- We accept no responsibility for conflict of interest between traders but will do our best to maximise space between similar stands
- It is the responsibility of Traders to comply with all Health and Safety and Trading Standards legislation
- Bookings are final and refunds will only be offered, should the event be cancelled

VEHICLE MOVEMENT AND PARKING

- Vehicle movement is **PROHIBITED** between 10am and 5pm unless authorised and accompanied by a Marshall
- Only **ONE** vehicle can be parked at the side/rear of the trader to allow free movement around the site

ENVIRONMENTAL ISSUES

- **ALL RUBBISH MUST BE REMOVED FROM THEIR PITCH AND EITHER TAKEN HOME OR PLACED IN THE SKIPS PROVIDED** – failure to do so may result in your details being passed to Walsall Council to issue a fly tipping fine

HEALTH & SAFETY

- Generators and open flame appliances are **NOT PERMITTED** without prior permission and must be detailed on the Risk Assessment. If permitted, they must be fenced off to prevent accidental contact.
- Any electrical equipment must be **PAT** tested and the relevant certificate supplied
- In an emergency, please dial 999 and give the postcode of **WS3 4BH**

WE RESERVE THE RIGHT TO ASK ANY STALL HOLDER TO LEAVE SITE IF IN BLATANT BREACH OF SITE SAFETY RULES, OR MISREPRESENTATION ON APPLICATION