

CARNIVAL 2020 : Superheroes

SATURDAY 11th JULY | Rickley Park, MK3 6HF

STALL/PITCH APPLICATION FORM



Please read our "Terms and Conditions" (page 3) before completing the form.

Organisation Name	
Main Contact Name	
Stall Details (What will be on your stall?) Please provide as much info. as possible i.e. what equipment/stock you are bringing and/or what activity you will be providing. If you do not want to use the fixed market stalls provided, you must inform us of your set-up, ensuring that any structure (i.e. gazebo/marquee) erected is properly staked and/or weighted – see p3 for T&Cs. Use the back page of the application for any additional info. if necessary.	
Full name/s of Others in your Group (anyone who will be on your stall with you)	
Mobile Number (the one you will have with you on Carnival day)	
Email Address	
Full Address (incl. Postcode)	
Vehicle Details Colour/Make/Model and Reg. Number	

**Cash payments must be agreed in advance

All stall/pitch fees are inclusive of VAT (*Alcohol must not be sold/given away on any stall. See p3 for full T&Cs*) No. of Pitches?

Not-for-Profit (MK3 charities/community groups) 10ft covered market stall provided	£15.00 p/pitch	
All other (small businesses etc.) 3x3m pitch provided	£30.00 p/pitch	
TOTAL PAYABLE		

Cheque must be sent with this form (payable to West Bletchley Council). To request to pay in cash, please call: 01908 648257. Cash can only be received, in person, at our offices during office hours (09:00-16:00).
No other payment method is available at this time.

I hereby **agree to abide by the terms and conditions** as set out on **Page 3** and understand that failure to do so could result in my not being able to attend future WBC events. I understand that my **contact details** are retained in order to deal with my application, registering, communication and for auditing purposes. This includes sharing these details with other necessary agents to manage the event, such as Health and Safety and Security personnel. Personal details will be destroyed 6 months from the date of the event.

Full Name: * _____ Signature: * _____ Date: * _____

***only signed and dated application forms can be processed**

We would like to **retain details** (to the end of the next calendar year) on our mailing list, to notify you of future WBC events.
I want to be the first to know about Carnival 2021 applications/upcoming events. Please add me to the mailing list.

RISK ASSESSMENT (TEMPLATE)

Please note: This is an *example only* and may not cover all areas of risk. All Stallholders are required to assess any potential risk, for the safety of themselves and others. Please take a moment to consider these risks by completing the following table, **listing all risks that may apply:** (It is better to state the risk and explain how you will address it than to simply state 'n/a' or leave blank). **Missing information will delay your application.**

Organisation Name:

(Use the back page of the application for any additional information/comment).

Significant Hazards	People at Risk from the Hazard/s	Control Measures in Place	Any Further Control Measures
Example Cables could cause trip hazard	Example Public/staff	Example Ensure cable is routed away from areas of pedestrian traffic	Example Where cables must cross a pedestrian area, fixed matting will be placed on top.

TICK

I have provided a copy of my Public Liability Insurance	<input type="checkbox"/>
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This Risk Assessment was completed by:

Print Name	Date
Sign Name	

HSE's Five Steps to Risk Assessment:

- Step 1:** Identify hazards (i.e. anything that may cause harm).
- Step 2:** Decide who might be harmed and how.
- Step 3:** Assess risks and decide how you will prevent them.
- Step 4:** Record your findings and implement them.
- Step 5:** Review your risk assessment and update, if necessary.

If you require further information or clarification, please contact us on:
 01908 648257 / Carnival@WestBletchleyCouncil.gov.uk

APPLICATION DEADLINE: MONDAY 15TH JUNE 2020

By completing this application you are accepting the following T&Cs:

- **This is an application form only.** Completion does not constitute a confirmed booking. West Bletchley Council reserves the right to accept and/or decline applications. (Cannot confirm without payment. Cheques will be returned to unsuccessful applicants).
- Pitches cannot be booked for the purpose of parking vehicles or for any other purpose other than what is stated on your application form.
- You must present a WBC issued PARKING PERMIT, and any relevant paperwork, to enter the park on Carnival day. Failure to do so will cause significant delays or refusal of entry.
- Set-up 08:00 – 11:00. Admittance granted by WBC/Security staff only. Vehicles entering the site must adhere to site speed limits of 5mph, at all times. Vehicle access to the field is strictly 08:00 – 11:00. No vehicle movement/access is permitted on the field between 11:00 – 17:00. Compliance will be strictly enforced by stewards and on-site security. You must be set-up and ready for the public at the event start time of 12:00. You must notify on-site WBC or security staff if it is likely you will still be on-site after 20:00 (site locked after this time).
- **We DO NOT permit the sale or give-away of alcohol** as prizes or otherwise from any stall.
- All electrical equipment brought onto site by stallholders must be safe/fit-for-purpose and suitable for outdoor use. Equipment should not pose a hazard to yourself or others. Any indoor electrical equipment must be suitably weather protected.
- **Petrol generators are not permitted on-site** due to health and safety precautions.
- Diesel generators should be full with diesel prior to the start of the event, ensuring there is enough to last the duration of the event. We strongly advise against transporting diesel and storing or refilling the generator on-site. Should this need occur please refer to the safety instructions, take all reasonable safety precautions and/or notify on-site staff.
- All stallholders must comply with any Health & Safety requirements applicable to their intended activity, providing supporting documentary evidence where applicable and are expected to be fully self-sufficient, compliant and providing all necessary equipment.
Failure to show such documentation could result in the stallholder being requested to leave.
- We strongly advise against the use of gazebos/marquees/other structures that may not be able to withstand high winds. Professionally erected, commercial quality structures may be accepted but must be submitted in writing with your application, complete with details/pictures of structure and set-up. Anyone constructing any structure must ensure that it is fit for purpose, robust, safe and secure. Guy ropes must not protrude into public walkways, outside of your pitch or create a trip hazard. All structures must be properly staked and/or weighted and will be inspected.
- All pitches are clearly marked, all stall activity must remain within that boundary.
- Market stalls/power – Loss or Damage. Stallholders provided with a market stall and/or power points are responsible for any loss or damage caused to all or part of the equipment whilst it is in their possession and can be held liable for repair/replacement costs.
- Your equipment and belongings remain your responsibility, at all times.
- Pitches/stalls must be clear of any refuse and tidy before vacating, any items left unsupervised may be removed and/or disposed of.

We advise stallholders to keep these documents for their own reference/bring a copy to Carnival for any queries from WBC staff (or our Agents) on the day.

FAILURE TO COMPLY WITH ANY T&Cs OR REASONABLE REQUESTS FROM SITE STAFF COULD RESULT IN A REQUEST TO LEAVE THE EVENT AND JEOPARDISE YOUR ATTENDANCE AT FUTURE WBC EVENTS.
No refunds given on confirmed bookings. Cash payments must be made in person at WBC Offices.

PLEASE POST OR HAND DELIVER YOUR APPLICATION AND CHEQUE TO:

West Bletchley Council, 221 Whaddon Way, Bletchley, MK3 7DZ

**To request to pay in cash, call: 01908 634033 or email: Admin@WestBletchleyCouncil.gov.uk

OFFICE HOURS: 9.30am – 4pm

Please use this space to let us know any additional information: