|  |
| --- |
|  |

STALLHOLDER APPLICATION FORM 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Before completing this form please read the attached terms and conditions below carefully.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contact Name** | | | | | | | | Pre-event: | | | | | | Enter text | | | | | | | | | | | | |
| During event: | | | | | | Enter text | | | | | | | | | | | | |
| **Company / Organisation Name** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Company / Organisation Trading As** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Postal Address** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | |
| **Postcode** | | | | | Enter text | | | | | | | | | | | | | |
| **Contact Email Address** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Contact Telephone Number** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Contact Mobile Number** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Business Website Address** | | | | | | | | www. Enter text | | | | | | | | | | | | | | | | | | |
| (may be used for advertising) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Twitter Handle** | | | | | | | | Enter text | | | | | | | | | | | | | | | | | | |
| **Facebook Page:** | | | | | | | | www.facebook.com/ Enter text | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **STALL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you sell?** | | Cold food | | | Hot food | | | | | Beverages | | | | | | | | Gifts | | | | | | Other | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Stall Required.** Please check one box only. If multiple stalls are required, please complete a separate form for each. We do not provide equipment (gazebos, tables, chairs, generators, lighting etc). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CRAFT / COLD FOOD / HOT FOOD** | | | | | | | | | **CHARITY / NOT FOR PROFIT** | | | | | | | | | | | | | | | | | |
| Single Pitch 3x3m | | | | £40 | | | | | Single Pitch 3x3m | | | | | | | | | | | | | | | | free | | |
| Double Pitch 6 x3m | | | | £70 | | | | |  | | | | | | | | | | | | | | | |  | | |
| **We do not provide additional lighting for stalls. Please describe what you will do to light your stall and products… *Do not leave this blank*** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If your stall is housed in a vehicle which you serve from** (for example a coffee van, please explain the type of vehicle and exact size… | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **STALL PRODUCTS & ACTIVITIES** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Products / Service for Sale / Fundraising Activities**  We will ensure that there is a balance of vendor types when approving applications, so please give as much detail as possible. What you list here may be used in promoting the event and will be used to plan the layout of the event… | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please explain what you will do to give your stall a festive feel…** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter text | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOOD & DRINK STALLS ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **All food based stallholder applications will be checked by Rushmoor Borough Council’s Environmental Health Officers. You must confirm that you are a registered food business with your local authority before applying for a stall. If you are awaiting registration or have been classified ‘low risk’, please let us know with your application.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of local authority your food business is registered with | | | | | | | | | | | | | | | | Enter text | | | | | | | | | | |
| What name is your business registered in? | | | | | | | | | | | | | | | | Enter text | | | | | | | | | | |
| What is your current food hygiene rating? | | | | | | | | | | | | | | | | Enter text | | | | | | | | | | |
| I confirm that I have food safety management procedures in place | | | | | | | | | | | | | | | | Yes | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Method of cooking (if relevant)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LPG (enclose gas safety certificates) | | | | | | | Diesel generator (enclose safety certificates | | | | | | | | | | | | | | | | | | | |
| Charcoal | | | | | | | Other | | | | | specify: | | | | | Enter text | | | | | | | | | |
|  | | | | | |  | | | | | |  | | | | |  | | | | | | | | | |
| I confirm that all appliances are PAT tested (evidence must be displayed on the day) | | | | | | | | | | | | | | | | | | | | | Yes | | | | | N/a |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **RISK ASSESSMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All applicants must provide a risk assessment covering their market stall and the related hazards. An example risk assessment template can be downloaded at www.fuseprojects.co.uk/upcomingevents. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HEALTH & SAFETY** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Will you be bringing live animals with you for your pitch? | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No |
| Will you be selling alcohol? (Enclose copy of personal licence & apply for TENs) | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No |
| I agree not to play music on my stall | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  |
| I agree to take my stall waste off-site to dispose of | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  |
| **PAYMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment is strictly by cheque only. Please enclose a cheque made payable to ‘Fuse Projects’. An invoice / receipt will be provided if the application is accepted. In the event of your application being unsuccessful any fees paid will be returned in full. Unfortunately we are unable to accept electronic payments. Please send a cheque by post clearly marked with your business name on the reverse if you are submitting your form by email. Cheques must be received before the application deadline. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN YOUR APPLICATION** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The following documents are required in order to process your application and must be sent with this application form. Incomplete applications will not be considered. Cheques must be received within 3 days of your application. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Liability Insurance Schedule showing policy number, £ level of cover, expiry date and that you are covered for PUBLIC LIABILITY (not employer liability). The certificate date must cover the event. | | | | | | | | | | | | | | | | | | | | | | Yes | | | | |
| Photographs of your stall and products | | | | | | | | | | | | | | | | | | Yes | | |  | | | | | |
| Risk assessment | | | | | | | | | | | | | | | | | | Yes | | |  | | | | | |
| Cheque | | | | | | | | | | | | | | | | | | Yes | | | In post | | | | | |
| Food hygiene certificate enclosed | | | | | | | | | | | | | | | | | | Yes | | | n/a | | | | | |
| Food safety training certificates enclosed | | | | | | | | | | | | | | | | | | Yes | | | n/a | | | | | |
| Gas Safety Certificate (in date) enclosed | | | | | | | | | | | | | | | | | | Yes | | | n/a | | | | | |
| Relevant generator licence enclosed | | | | | | | | | | | | | | | | | | Yes | | | n/a | | | | | |
| Copy of Personal Licence (for alcohol sales) | | | | | | | | | | | | | | | | | | Yes | | | n/a | | | | | |
|  | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that I have enclosed the relevant documentation as laid out in the section above. I have enclosed / sent payment and understand that my application will be approved by the management team before a booking is confirmed. I understand that failure to provide all required documents and payment means the application will not be considered. I have read and agree to abide by the Fuse Projects booking terms and conditions, together with the Rushmoor Borough Council terms and conditions and understand that failure to comply with these terms and conditions will result in the cancellation of this agreement and/or dismissal from the event. By submitting the application form to trade you are signing and agreeing to all rules, regulations and terms and conditions set by Fuse Projects. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signed** | | Enter text | | | | | | | | **Name** | | | | Enter text | | | | | | | | | | | | |
| **Name** | | Enter text | | | | | | | | **Date** | | | | Enter text | | | | | | | | | | | | |
| **Name of Business** | | Enter text | | | | | | | |  | | | | | | | | | | | | | | | | |
| Application deadline is 5pm on Friday 10 November 2017.  Please send completed applications and supporting documents by email to jenny@fuseprojects.co.uk or by post to: Farnborough Frost Fair, C/o Fuse Projects, 20 Butts Road, Alton GU34 1NB. | | | | | | | | | | | | | | | | | | | | | | | | | | |