



BOLSOVER

BOLSOVER CHRISTMAS FESTIVAL and 27th LANTERN PARADE 2020 Saturday 28th November - 10am – 6pm

TRADER APPLICATION FORM

APPLICATION DETAILS

To book for the Bolsover Christmas Festival and Lantern Parade please complete and return this application form.

TRADER

Contact Name			
Trading Name			
Company Type (please circle)	Limited	Partnership	Sole Trader
Address			
Postcode			
Tel (Landline)		Mobile	
Email			
Website			
Facebook		Twitter	

Food Hygiene Rating (please circle)	1 2 3 4 5 N/A
Local Authority Name	

Please indicate what power sources you will be using and fuel for cooking foodstuffs (e.g. generator , lpg)	
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Please describe your business and the product you propose to bring to this festival. PLEASE GIVE AS MUCH DETAIL AND SUPPORTING INFORMATION AS YOU CAN INCLUDING PICTURES. THIS INFORMATION WILL ASSIST US IN THE BEST PLACEMENT OF YOUR STALL

Please provide a description of the products you will be selling and any contact details you wish to publicise on our website / programme.

PREFERRED TRADE SPACE:

The following stall options are available. Please indicate which trade space you require:

Please note we have a limited number of stall options available

We will try to allocate your preferred choice of stall. However there are a limited number of traditional market stalls and marquees. We will confirm allocation as soon as possible after receipt of your booking form and payment.

PLEASE NOTE

The costs are for the space or stall only. It does not include any additional items. For example tables (except for indoor stalls in Bolsover Assembly Hall), chairs, extension leads etc.

Please be aware that power, heat and light is **not** supplied. Traders are required to supply their own unless you contact us directly to make other arrangements.

In some circumstances where we are able to provide power this must be arranged and paid for prior to the event.

SPACES REQUIRED		Standard Stall Artisan Food Produce / Cookware Non-Food / Crafts Gifts and Promotional stalls	Alcohol Sales Street Food <i>No additional TEN Charges apply</i>	Total
	Freestanding Outdoor Pitch Bring your own stall, marquee, vehicle or trailer – we only need to provide a space at the event. The pitch size is large enough to accommodate a 3mtr x 3mtr gazebo.	£50	£75	
	Additional space, please add £15 / £20 per metre (or part thereof required) Please be sure to allow for space required for trailer hitches etc. e.g. 4.5m x 3m = £80/£115 6m x 6m = £140/£195 10m x 3m = £155/£215	£15 per mtr	£20 per mtr	
	Traditional covered outdoor Market Stall* Approx. 2.5m frontage (8ft x 5ft)	£60	N/A	
	Discover Bolsover Marquee* We will provide a 3mtr x 3mtr marquee covered space with up to three enclosed sides.	£80	£120	
	INDOOR STALLS – located in Bolsover Assembly Hall Table size : 6ft x 2ft6" (1.83mtr x .69mtr) or 2mtr x 2mtr space	£25 per table /space	Not available	
			TOTAL COST	

*Limited Number available

You will receive an invoice with payment information by email when your booking has been confirmed

STALL DETAILS - PLEASE PROVIDE DETAILS, WITH DIMENSIONS, OF YOUR ENTIRE STALL AND ENTIRE PITCH SPACE IT OCCUPIES.... A photograph or sketch might be helpful.

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STALL LOCATION. Specific requests will be considered when designing the stall layout but cannot be guaranteed.

We will try to allocate preferences if possible when the booking has been accepted and full payment has been received

Please tick here if you would like us to contact you regarding supplying power	We will need details of what you will be using electricity for and total power requirements (wattage).
Do you intend to sell alcohol?	

REFUSE

Traders are responsible for removing their own waste from the site. Traders who do not wish to take their own waste away with them can purchase bags for a small charge to cover the disposal cost from the event office or from event stewards

Any queries please contact our Event Office at Old Bolsover Town Council on 01246 823809 or email info@discoverbolsover.co.uk

TERMS AND CONDITIONS FOR TRADERS *(please sign this copy and return)*

Bolsover Christmas Festival (the festival) grants the trader a licence to trade in a designated area of the festival based upon the following terms and conditions. Any failure to do so renders the agreement null and void.

1. **Location** – the Festival will be held in Bolsover town centre, along Castle Street, Market Place, Cotton Street and Middle Street. Indoor stalls are located nearby at Bolsover Assembly Hall.

2. **Opening days** – Saturday 28th November 2020

3. **Opening times** – 10 am – 6 pm

4. **Setting up stands** – Vehicular access is permitted to the stalls between 8am and 9.30am on the day of the event. You will be provided with a map prior to the event indicating which entrance you will need to use for unloading. Stewards will be on hand to direct traffic and aid your access to the event. Before you unpack the steward will show you the exact position of your stall.

5. **Taking down of stands** – The event concludes with the Lantern Parade and Carol Singing which is scheduled to conclude at approximately 6pm. No vehicles may be moved until 30 minutes after the close of the event. The site must be vacated by 8pm. Stalls located within Zone D must vacate the area between 4pm and 4.45pm for the lantern parade. Stewards will assist vehicle movements on and off site during this period.

6. **Trading space** - The pitch will be allocated to you on arrival and will be the size and shape as agreed with the festival office. All stalls should be constructed and decorated to a high standard in keeping with the principles of the festival and display the name clearly. All participants must behave in a way that upholds and enhances the reputation and integrity of the festival. Where vendors have booked a Discover Bolsover marquee these will be erected for you. Vendors who have asked for a traditional market stall will need to provide their own cover for the table top.

7. **Participants** – trade space is open to retailers of food, drink, arts and craft, gifts, regional specialities and tourism.

8. **Price** – as set out in this agreement.

9. **Subletting** is not allowed.

10. **Goods sold** - The trader may only sell the goods described in this application.

11. **Application forms** must be returned no later than Wednesday 30th September 2020.

12. **Payment** – once your application has been successful you will be sent an invoice. 100% of the cost must be paid no later than Wednesday 30th September 2020.

13. **Failure to pay** – the organisers reserve the right to claim an extra 20% of the total invoice as a contribution towards the extra administration costs incurred. The organisers reserve the right to reallocate any unpaid or partially paid sites to other participants. The prices remains payable if the participant cancels its booking, or if the organisers cancel the booking if the deposit or balance is not paid by the relevant cut-off date.

14. **Insurance and Risk Assessment.** The trader will not be permitted on site to trade if the festival has not received a copy of the traders risk assessment and public liability insurance for £5 million. If the policy expires between the submission of your application and the date of the festival, please send the current one and send the new one as soon it is available.

15. **Temporary Event Notice.** Anyone selling alcohol can do so in the designated area under the TEN applied for by Old Bolsover Town Council. You will be required to have a stand in the designated area for the supply and trade of alcohol products. Anyone wishing to sell alcohol in other areas must arrange their own Temporary Event Notice. You must inform us if you intend to sell alcohol at the event.

16. **Insurance of stock.** The trader is responsible for insuring their own stock. The festival assumes no responsibility for theft, breakage or damage.

17. **Vehicles.** One vehicle pass is available per stall for Castle Street and Cotton Street (which will be closed during the event). Vehicles can be parked free of charge in any of the car parks located in and around Bolsover. Vehicles are not permitted behind stalls without prior written agreement.

18. **Trading restrictions.** The trader may not sell herbal highs, tobacco, banned substances, pornographic or obscene material, disposable barbecues, any form of flammable equipment including fireworks and Chinese lanterns, nitrous oxide canisters, lasers, cap bombs, lethal, real, replica or toy guns. The festival reserves the right to remove from sale anything that can be deemed unsuitable for a family event without paying any compensation to the trader.
19. **Glass Bottles / Drink Glasses.** No drinks can be served in glass bottles or glasses at the festival unless they are to be taken home rather than consumed on site. Any drinks kept in a glass bottle must be poured into plastic or paper cups. Anyone not complying with this rule will be asked to stop selling the relevant items.
20. **Access to your stall.** In adverse weather conditions vehicular access may be restricted.
21. **Damages.** Any damages by the trader, their children or their staff to the site, marquees, mattings, installations, bunting and event branding provided by the organisers, is to be paid for by the responsible participant before leaving the festival. The pitch must be left in a clean and tidy state. The trader agrees to indemnify Old Bolsover Town Council from and against any and all loss, damage or liability whether criminal or civil suffered and legal costs and fees that are incurred resulting from a breach of these conditions by the participant including any act default neglect of the participants employees or agents.
22. **Losses.** The festival can take no responsibility or liability for financial losses incurred by the trader or for any loss or damage to their equipment, goods or personal belongings or any personal injury to themselves, employees working or connected to them.
23. **Force majeure** – traders cannot claim for compensation or reimbursement in the case of postponement or cancellation of the festival due to matters beyond the control of Old Bolsover Town Council such as severe weather, flood, terrorism or tempest.
24. **Recycling and rubbish.** Disposal of refuse is the responsibility of the trader. Traders can choose to either take their waste away with them or purchase special bags from the event office. All litter for collection should be sorted and separated by the stall holder ready for collection by the litter crew. Cardboard should be flattened. Waste oil must be taken away from the site for proper disposal.
25. **Security.** The organisers take no responsibility for any loss, damage or theft to the stall holders equipment, merchandise, vehicles and personal belongings.
26. **Noise.** The festival reserves the right to curtail or reduce any noise created by the stall holders. PA systems are not permitted. Participants are forbidden to address the public through microphones or loud speakers.
27. **Power and lighting.** The organisers take no responsibility for the power and lighting of stalls. Generators are permitted on site and must meet all current safety standards and checks. The trader must supply all their own equipment. All equipment must hold current PAT testing. A list of all items to be powered is required with this application.
28. **Water** will be supplied by the festival organisers. Details will be provided to traders in the Festival Information Pack.
29. **Fire** – a fire extinguisher must be visible and accessible. All cooking and heating appliances must be positioned safely. No appliances may be operated with petrol, oil or alcohol. LPG gas must be stored in the secure LPG compound. Canisters in use must be in a well-ventilated area and connections to be made of red copper pipes bound by soldered silver rings. Frying appliances must have a thermometer and its own extinguisher. All flammable packaging must be stored away from cooking appliances.
30. **EHO** – All traders must ensure they are complying with UK Food Safety Legislation.
31. **Dogs and pets.** No animals permitted except guide dogs.
32. **Smoking.** No smoking in any covered or enclosed space.
33. **Agreement.** The trader agrees to abide by the above clauses and indemnify against the festival and its designated employees against any claim, loss or liability arising from the breach of above clauses/regulations.

Any queries please contact Old Bolsover Town Council on 01246 823809 or email info@discoverbolsover.co.uk

CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent.

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the council Office or at <http://www.oldbolsovertowncouncil.gov.uk/uploads/general-privacy-notice.pdf>

You can withdraw or change your consent at any time by contacting the council office by telephone on 01246 823809 or by email to either info@discoverbolsover.co.uk or townclerk@oldbolsovertowncouncil.gov.uk .

- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about other trading opportunities within our council area or other council areas you may be interested in participating in.
- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message
- Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
- Yes please, I would like to receive communications by post

AGREEMENT

I confirm that I am over 18 and have read and agreed the terms and conditions:

Name	
Trading Name	
Signature	
Date	

PAYMENT

Please make a cheque payable to 'Old Bolsover Town Council' for the full amount of the stall.

BACS Payments

Sort Code 60-40-09
Account Number 41756622
Account Name Old Bolsover Town Council

POSTAL ADDRESS FOR ALL STALL HOLDER APPLICATIONS:

FAO Andrew Tristram
Discover Bolsover
c/o Old Bolsover Town Council
Town Hall, Cotton Street,
Bolsover, Derbyshire, S44 6HA

Alternatively please return via email – info@discoverbolsover.co.uk

If for any reason we are unable to confirm your booking then the fee will be returned. No refund will be given if a secured booking is subsequently cancelled by the exhibitor.

PLEASE ENSURE YOU HAVE ENCLOSED:

- A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE (£5M)
- A COPY OF YOUR LOCAL AUTHORITY REGISTRATION AND HYGIENE RATING (FOOD ONLY)
- COPIES OF ANY PROFESSIONAL QUALIFICATIONS HELD
- A COPY OF YOUR RISK ASSESSMENT
- PHOTOS OF YOUR STALL
- PRICELISTS/MENU/ACTIVITIES (IF APPLICABLE)
- APPLICATION FORM
- SIGNED T&CS