



# BOLSOVER

## **BOLSOVER CHRISTMAS FESTIVAL 2015**

### **TRADER APPLICATION FORM**

Dear Trader

Thank you for your interest in being part of the Bolsover Christmas Festival and Lantern Parade 2015 - this year it is all set to be even bigger and better than ever.

Taking place in the historic market town of Bolsover on Saturday 28<sup>th</sup> November 2015, the traditional Christmas market coincides with the infamous Bolsover Lantern Parade (now in its 22<sup>nd</sup> year). The Lantern Parade attracts thousands of visitors every year, therefore we anticipate a busy and action packed day.

**We intend to feature a wide range of market stalls selling:**

- **Christmas gifts**
- **Crafts and handmade goods**
- **Food & Drink – including a fully licensed area selling real ales, wine and Christmas themed beverages**

There will also be family entertainment and activities taking place across the town.

The event is being run by Old Bolsover Town Council and we are delighted that you would like to join us for what is set to be an exciting Christmas event!

Best wishes from

**Discover Bolsover Team**



**BOLSOVER**

# Bolsover Christmas Festival 2015

## Saturday 28<sup>th</sup> November 2015

### APPLICATION DETAILS

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

#### TRADER

NAME.....

TRADING AS.....

ADDRESS.....

.....POSTCODE.....

TEL.....MOBILE.....

EMAIL.....

WEBSITE.....

SOCIAL MEDIA: Facebook..... Twitter.....

**DESCRIPTION OF WHAT YOU ARE SELLING.** 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 AND IT WILL BE USED IN MARKETING MATERIAL

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**DESCRIPTION OF ANY WORKSHOPS YOU COULD OFFER.** PLEASE INCLUDE LENGTH, NUMBER, WHETHER YOU WOULD CHARGE FOR THEM AND HOW MUCH, AGE RANGE AND ANY OTHER INFORMATION THAT WOULD BE RELEVANT.

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## PREFERRED TRADE SPACE –

The following stall options are available.

Indicate which trade space you require (**please note we have a limited number of stall options available**)

- Freestanding pitch £30** : (You are bringing your own marquee or stand – we only need to provide a space at the event)

Pitch size allocated is large enough to site a 3mtr x 3mtr gazebo. If you need a larger space please contact us.

- Traditional covered market stall £40**: 2.5 meter frontage (8ft x 6ft)
- Discover Bolsover Marquee £50**: 3 metre x 3 metre, covered space with up to three enclosed sides

*We will try to allocate your preferred choice of stall, however there is a limited number of traditional market stalls, therefore we will let you know as soon as possible which type of stall you have been allocated.*

**\*PLEASE NOTE:**

- The costs are for the stall only and does not include any additional items, for example tables or chairs
- 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.

**Any queries please contact Old Bolsover Town Council on 01246 823809 or email [info@discoverbolsover.co.uk](mailto:info@discoverbolsover.co.uk)**

## STALL DETAILS -

PLEASE PROVIDE DETAILS, WITH DIMENSIONS, OF YOUR ENTIRE STALL AND ENTIRE PITCH SPACE IT OCCUPIES.... Any photographs would also be very helpful.

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

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, along Castle Street, Market Place, Cotton Street and Middle Street.
2. **Opening days and times** – Saturday 28<sup>th</sup> November 2015, from 10am to 6 pm.
3. **Setting up stands** – On Saturday 28<sup>th</sup> November 2015 vehicular access is permitted to the stalls between 8 am and 9.30 am.
4. **Taking down of stands** – On Saturday 28<sup>th</sup> November 2015 after the finish of the Lantern Parade which is scheduled to end at 6 pm. The site must be vacated by 8pm.
5. **Trading space** - A 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 traditional look and feel of the Christmas event and principles of the festival. All participants must behave in a way that upholds and enhances the reputation and integrity of the festival and must display your business name.
6. **Participants** – trade space is open to retailers of food, drink, arts and craft, regional specialities and tourism.
7. **Price** – as set out in this agreement.
8. **Subletting** is not allowed.
9. **Goods sold** - The trader may only sell the goods described in this application.
10. **Application forms** must be returned no later than 31<sup>st</sup> October 2015.
11. **Payment** – once your application has been successful you will be sent an invoice. 100% of the cost must be paid no later than the 31<sup>st</sup> October 2015.
12. **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 festival 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.
13. **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.
14. **Temporary Event Notice.** Anyone selling alcohol can do so 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. You must inform us if you intend to sell alcohol at the event.
15. **Insurance of stock.** The trader is responsible for insuring their own stock. The festival assumes no responsibility for theft, breakage or damage.
16. **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.

17. **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.

18. **Access to your stall.** Please note that in adverse weather conditions vehicular access may be restricted.

19. **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.

20. **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.

21. **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 flood, terrorism or tempest.

22. **Recycling and rubbish.** All rubbish and litter should be removed from the site by the traders. Waste oil must be taken away from the site for proper disposal.

23. **Security.** The organisers take no responsibility for any loss, damage or theft to the stall holders equipment, merchandise, vehicles and personal belongings.

24. **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.

25. **Power and lighting.** The organisers take no responsibility for 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. You must inform festival organisers (At the time of this application) if you intend to bring a generator along with a list of all items to be powered.

26. **Water** will be supplied by the festival organisers. Details will be provided to traders in the Festival Information Pack.

27. **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.

28. **EHO** – All traders must ensure they are complying with UK Food Safety Legislation.

29. **Dogs and pets.** No animals permitted except guide dogs.

30. **Smoking.** No smoking in any covered or enclosed space.

31. **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](mailto:info@discoverbolsover.co.uk)***

## **AGREEMENT**

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

NAME..... SIGNATURE..... DATE.....

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## **PAYMENT -**

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

### **POSTAL ADDRESS FOR ALL STALL HOLDER APPLICATIONS:**

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

Alternatively please return via email – [info@discoverbolsover.co.uk](mailto:info@discoverbolsover.co.uk)

### **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