



Godalming Town Council
Broadwater Park Community Centre
Summers Road
Farncombe
Surrey
GU7 3BH
E-Mail: Projects@godalming-tc.gov.uk
Tel: 07765 693746

Saturday, 25 November 2017

Godalming Christmas Festival & Lights Switch On

Time 10.00am–5.30pm (set up from 7.30am – Clear down at 6.00pm)

Please read this form with care and complete all sections clearly.

Closing Date for applications 15 September 2017

Please do not send a cheque or make a BACS payment, if your application is successful you will be invoiced for the stall fee.

THE FOLLOWING MUST BE INCLUDED WITH YOUR SIGNED FORM:

- ❖ Copy of your current Public Liability Insurance that is valid for the day of the Festival.

NOTE: Forms received unsigned, or without valid Public Liability Insurance will not be considered

Name of Business: _____

Contact Name: _____

Email Address: _____

Business Address: _____

Contact Name for Market (if different): _____

Contact Telephone Number: 1) Business _____ 2) Mobile _____

A full and accurate description of products to be sold at the market

This information is required to help minimise any potential overlap of products on different stalls.
Stalls will be allocated based on the best fit of products to make for an interesting and varied market.

Hiring Requirements

I wish to hire:	Standard Pitch Cost	Catering Concessions (see note below)	Total £
Pitches in High Street & Upper Crown Court No. of Pitches Required _____ (please insert the number of pitches you require) (Pitches are 3m x 3m with no cover)	£110.00	£130	
Pitches in Church Street & Lower Crown Court No. of Pitches Required _____ (please insert the number of pitches you require) (Pitches are 3m x 3m with no cover)	£55.00	N/A	
<p>Please note that it starts getting dark at approx. 4pm in November. It is recommended stall holders bring battery powered lights as we do not provide electricity.</p> <p style="text-align: right;">TOTAL COST:</p>			
*Catering pitches i.e. selling hot food are limited in number			
<b style="color: red;">Gazebos/Mini Marquees – Gazebos are to be in good working order and must be suitably weighted against wind. Sides may be allowed but not full back panels that obstruct the view of retail shops located behind a stall.			
Are you selling any products requiring an alcohol licence*		YES/NO	
(*If Yes, it is your responsibility to apply for a Temporary Event Licence for your stall, please see Terms & Conditions.)			
Food Produce Sellers: Name of your Local Environmental Health Department: _____			
Date of your last food hygiene inspection: _____			
Food Hygiene Rating awarded at last inspection: _____ (Food Hygiene Rating 3 or above is required)			

Should you have any questions on any section of this form or have a query not covered here, please do not hesitate to contact Suzie Gortler on 07765 693746 or Email: projects@godalming-tc.gov.uk

TERMS AND CONDITIONS

- **Submitting a booking form for the market does not guarantee a place at the market.** Booking forms to be received by Friday, 15 September. Priority will be given to stallholders whose business is based closest to Godalming. You will be notified by e-mail by 13 October whether or not you have been allocated a pitch in the market.
- If you are successful in obtaining a pitch you will be invoiced for the booking fee **which will be payable by 18 October**. Booking fees are non-refundable.
- You are responsible for meeting all environmental health and trading standards legislation (e.g. labelling and business name information).
- Waverley Borough Council's Environmental Health team will be passed a list of producers attending the market. They may contact you or your local environmental health office to confirm you are following the appropriate health and safety standards for high-risk products. If you have any queries please ring Waverley's Environmental Health Office on 01483 523479.
- **All rubbish** must be removed by stallholders before the end of the market. Traders who leave rubbish or other detritus may not be invited to apply for future festivals. Please note private commercial bins in the town must not be used by stallholders.
- **Stallholders selling alcoholic beverages need to apply for a Temporary Event Notice (TEN) for the sale of alcohol.** For further information contact Kate Halsall on 01483 523033. After application closing date you will be informed of the pitch number and sent a map to attach to your TEN application. Stallholders shall implement a "**Challenge 21**" policy and ensure their staff are trained in the basic law relating to the sale of alcohol. Any samples provided of alcoholic beverages to be provided in non-glass containers. Proof of due diligence in respect of licensing requirements may be requested by the licensing authorities.
- Please note that butane cooking stoves where the gas canister is integral to the cooking unit are **not permitted** at any event. This does not affect stand-alone stoves, which may be used.
- The organisers reserve the right to cancel the event if extreme weather conditions persist or other unforeseen circumstances mean the running of the event would not be safe or appropriate. In these circumstances, fees will not be refundable and by signing this booking form you accept these terms.
- In order to ensure that we can communicate with you, your details will be held on a database. You can write to: Godalming Town Council, Municipal Buildings, Bridge Street, Godalming GU7 1HT and request that your details be removed at any time.

To ensure prompt processing of your application please:

- complete **all** sections of this form
- enclose a copy of your **product/public liability insurance** certificate
- sign and date below

I confirm I have read and understood the terms & conditions and enclose a current certificate of public liability insurance.

Signed: _____ Date: _____