



Supporting Our Community

Godalming Town Council
107-109 High Street
Godalming
GU7 1AQ

E-Mail: community@godalming-tc.gov.uk
Tel: 01483 523075

Godalming Friday Pop-Up

Start Date: _____

No of Weeks Required: _____/Ongoing Until Further Notice*
(*Delete as appropriate)

**Please read this form with care and complete all sections clearly.
This form must be received by Monday prior to the Pop-Up.
Forms to be emailed to: community@godalming-tc.gov.uk**

THE FOLLOWING MUST BE INCLUDED WITH YOUR SIGNED FORM:

Copy of your in date Public Liability Insurance or NMTF Membership Card

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 Godalming Friday Pop-Up (if different): _____

Contact Telephone Number: _____

I have read and agree to the terms and conditions for the Godalming Friday Pop-Up.

Name: _____ Date: _____

Signature: _____

Accurate description of products to be sold at the Godalming Friday Pop-Up

This information is required to help minimise any potential overlap of products on different stalls. Stalls will be allocated based on best fit of products to make for an interesting and varied Pop-Up Application does not guarantee acceptance into the Pop-Up

Booking Request

	Standard Pitch Cost	Number of pitches required	Total £
Pitches are 3m x 3m with no cover	£20.00		

Gazebos/Mini Marquees/tables – traders are required to supply these themselves. Any gazebo/mini marquee used must be suitably weighted against wind.

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; 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 Event Manager, Suzie Gortler on 01483 523075 or Email: community@godalming-tc.gov.uk

Office Use:

Copy of PLI or NMFT Membership card received: Y/N

NMFT Member Y/N Membership No. _____ Expiry Date: _____

Insurance Company: _____

Policy No.: _____ Expiry Date: _____

TERMS AND CONDITIONS

For Traders at Godalming Town Council Pop-Up Events

1. Application for a Pitch

- a) To book a pitch for Godalming Friday Pop-Up, traders must first complete and submit the booking form in full. Please note pitches will only be confirmed once valid documents have been supplied and payment received.
- b) Payment – if successful you will be invoiced for the pitch fee.
- c) For advanced reservations please contact Event Manager, Suzie Gortler, Tel: 01483 523075 or email communications@godalming-tc.gov.uk
- d) All traders must specify at the time of booking a detailed description of the goods they wish to sell. To ensure variety, Godalming Town Council has the right to refuse a pitch. Generally pitches are allocated at the time of each Pop-Up on a first come basis, first served basis. There is no reserved pitch allocation unless agreed in advance with the Event Manager.

2. Friday Pop-Up Arrival, Set-Up

- a) Traders are to report to the Crown Court pedestrian area. Entrance to the Crown Court pedestrian area is via the Crown Court car park located off The Bury. On arrival a Council staff member will show you to your pitch.

3. Public Liability

- a) Traders shall at all times hold an in date Public Liability Insurance policy that provides cover of no less than £5,000,000.

4. Documentation

- a) All food traders whether hot, cold or packaged must provide their food hygiene rating and food safety certification.
- b) Traders using electrical equipment must provide the relevant PAT certificates. If an item is less than 12 months old then a valid proof of purchase must be provided.
- c) Traders using gas must provide a copy of the relevant Gas Safety certificates.

5. Generators/Butane Cooking Stoves & Generators

- a) 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. NO private generators are to be used without the express prior permission of the Godalming Town Clerk (townclerk@godalming-tc.gov.uk).
- b) Traders are required to supply and place either a metal or plastic drip tray under the generator to prevent staining of paving.

6. Sale of Goods

- a) Any change in product lines or goods for sale must be agreed in advance prior to the market in which the product is to be introduced. This includes any temporary lines.

7. Health & Safety

- a) For those who are providing food produce, please remember that you will need to comply with Health & Safety legislation and be registered with your local Environmental Health office.
- b) Allergen labelling: all traders are required to comply with the latest food allergen regulations.

8. Gazebos

- a) If you are using a gazebo or similar shelter it needs to be suitably anchored against gusting winds.

9. **Alcohol Off Sales Only**

- a) Stallholders selling alcoholic beverages shall implement a Challenge 21 policy and ensure their staff are trained in the basic law relating to the sale of alcohol.

10. **Rubbish Removal**

- a) Traders are responsible for removing all rubbish from their pitch. Traders must not use residential bins or bins belonging to other retailers.

11. **Cancellation of Pop-Up**

- a) The organisers reserve the right to cancel in the event of extreme weather conditions or other unforeseen circumstances meaning the running of the event would not be safe or appropriate. In these circumstances, refunds will not be issued, however, a credit for the next available event will be given. By signing this booking form you accept these terms.

12. **GDPR**

- a) 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. Our privacy notice is available on request from office@godalming-tc.gov.uk or online at godalming-tc.gov.uk