



Godalming
Town Council

Supporting Our Community

Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 3HT

E-Mail: projects@godalming-tc.gov.uk

GODALMING SPRING FESTIVAL

Saturday, 7th April 2018

Time 10.00am – 5.00pm (set up from 8.00am)

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

Closing Date for applications 20th February 2018

THE FOLLOWING MUST BE INCLUDED WITH YOUR SIGNED FORM

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

NOTE: Forms received unsigned, without payment or valid Public Liability Insurance may not be considered.

Name of Business: _____

Contact Name: _____

Status within Company: _____

Email Address: _____

Business Address: _____

Contact Name for Market (if different): _____

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

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 best fit of products to make for an interesting and varied market. Application does not guarantee acceptance into the market.

Booking Request

| I wish to hire: | Standard Pitch Cost | Catering Concessions (see note below) | Total £ |
|---|---------------------|---------------------------------------|---------|
| Pitches in High Street or Upper Crown Court No. of Pitches Required _____ (please insert the number of pitches you require) (Pitches are 3m x 3m with no cover) | £90 | £110 | |
| Pitches in Church Street No. of Pitches Required _____ (please insert the number of pitches you require) (Pitches are 3m x 3m with no cover) | £45 | N/A | |
| TOTAL COST: | | | |
| *Catering pitches (i.e. selling hot food are limited in number) £110 | | | |

Gazebos/Mini Marquees/tables – traders are required to supply these themselves. Any gazebos/mini marquees used must be suitably weighted against wind. Sides may be allowed according to location 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 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 & Conditions

- **Submitting a booking form for the market does not guarantee a place at the market.** Booking forms to be received by 20th February 2018 and priority will be given to stallholders whose business is based closest to Godalming. You will be notified by e-mail on 27th February 2018 whether or not you have been allocated a pitch in the market.
- If your application is successful you will be sent an invoice for your pitch fee. Booking fees are non-refundable should a booking be cancelled after the Friday 2nd March 2018.
- You are responsible for meeting all environmental health and trading standards legislation (e.g. labelling and business name information).
- Waverley'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
- return this form to Godalming Town Council, Municipal Buildings, Bridge Street, Godalming. GU7 1HT

I confirm I have read and understood the terms & conditions:

Signed: _____ Date: _____