



Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
GU7 1HT
E-Mail:community@godalming-tc.gov.uk
Tel: 01483 523075

SATURDAY 24 NOVEMBER 2018

Godalming Christmas Festival & Lights Switch On – Application Form
Time 10.00am – 5.30pm (set up from 7.30am – Clear down @ 6.00pm)

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

Closing Date for applications 14 September 2018.

Forms received after this date will NOT be considered
Please do not send a cheque or make a BACS payment with
this application.

If your application is successful you will be invoiced for the 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.

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 the products you are intending to sell.

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 and 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 and Upper High Street No. of Pitches Required _____ (please insert the number of pitches you require) (Pitches are 3m x 3m with no cover)	£55.00	£130	

TOTAL COST

Please note that it gets dark at approx. 4pm in November. It is recommended stall holders bring battery powered lights as we do not provide electricity

***Catering pitches i.e. selling hot food are limited in number**

Gazebos/Mini Marquees – Gazebos are to be in good working order and must be suitably weighted against wind. Sides will be allowed but not full back panels that obstruct the view of retail shops located behind a stall. It is recommended that half backs are used.

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: (A Food Hygiene Rating of 3 or above is required to attend any festivals)

Name of your Local Environmental Health Department:

Date of your last food hygiene inspection:

Food Hygiene Rating awarded at last inspection:

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 01483 523075 or Email: community@godalming-tc.gov.uk

TERMS AND CONDITIONS

- **Submitting an application form does not guarantee a pitch at the event.** Applications to be received by Friday 14 September.
Priority will be given to stallholders whose business is based closest to Godalming and whose form is received before the closing date. Applicants will be notified via e-mail by 5 October if you have been successful in securing a pitch at the event.
- If you are successful in securing a pitch you will be invoiced for the pitch fee **which will be payable by 15 October**. Pitch fees are non-refundable.
- Successful applicants are responsible for meeting required environmental health and trading standards legislation.
- Waverley Borough Council Environmental Health team 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 at the end of the market. Future applications from Traders who leave rubbish or other detritus may be refused. 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. Successful applicants will be provided with a pitch number to enable them to apply for their TEN. Stallholders shall implement a "Challenge 21" policy and ensure their staff are trained in the basic law relating to the sale of alcohol. Samples of alcoholic beverages are 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 prevail or in other unforeseen circumstances that would 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.
- Godalming Town Council's Privacy Notice can be found at www.godalming-tc.gov.uk/GDPR/PrivacyNotice (copies available on request from office@godalming-tc.gov.uk or call 01483 523575)
I agree by signing below that Godalming Town Council may process my personal data for providing information and corresponding with me.
I agree by signing below Godalming Town Council can keep my contact information data for an undisclosed time or until I request it's removal.

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: _____