



Supporting Our Community

Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
GU7 1HT

E-Mail: [community@godalming-tc.gov.uk](mailto:community@godalming-tc.gov.uk)

Tel: 01483 523075

## Godalming Vegan Pop-Up

2<sup>nd</sup> Saturday of Every Month

**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](mailto:community@godalming-tc.gov.uk)**

**THE FOLLOWING MUST BE INCLUDED WITH YOUR SIGNED FORM:**

Copy of your in date Public Liability Insurance

**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 Vegan Pop-Up (if different): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Accurate description of products to be sold at the Godalming Vegan 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	£30.00		

**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](mailto:community@godalming-tc.gov.uk)

## TERMS AND CONDITIONS

### For Traders at Godalming Town Council Pop-Up Events

#### 1. Application for a Pitch

- a) To book a pitch for Godalming Vegan 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](mailto: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. Vegan Pop-Up Arrival, Set-Up and Trade 8-4pm

- 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 Burys. 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](mailto: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) The promotion of non-vegan items will not be permitted.
- b) All non-food and food products sold, promoted, or offered for sampling must be 100% vegan. This means no animal products have been used in the processing of or in the final product. GTC reserve the right to ask for the removal of products deemed not to fit in these criteria at the event from sale, promotion and sampling.
- c) We understand that not all traders will be vegan themselves. Out of respect to attendees and fellow traders, GTC request that all traders avoid bringing any non-vegan products to the event for personal use.
- d) In the interest of keeping the Pop-Up a fun and welcoming place for all ages, we ask that no material showing graphic images of animals or pain be on display at the event.
- e) 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](mailto:office@godalming-tc.gov.uk) or online at [godalming-tc.gov.uk](http://godalming-tc.gov.uk)