

Pontefract Liquorice Festival

Sunday 8 July 2018

Market Stall Application Pack

Application Form

[Stall Number Allocated

Company Name:

Contact Name:

Address:

Post Code:

Tel No:

Mobile:

Email Address:

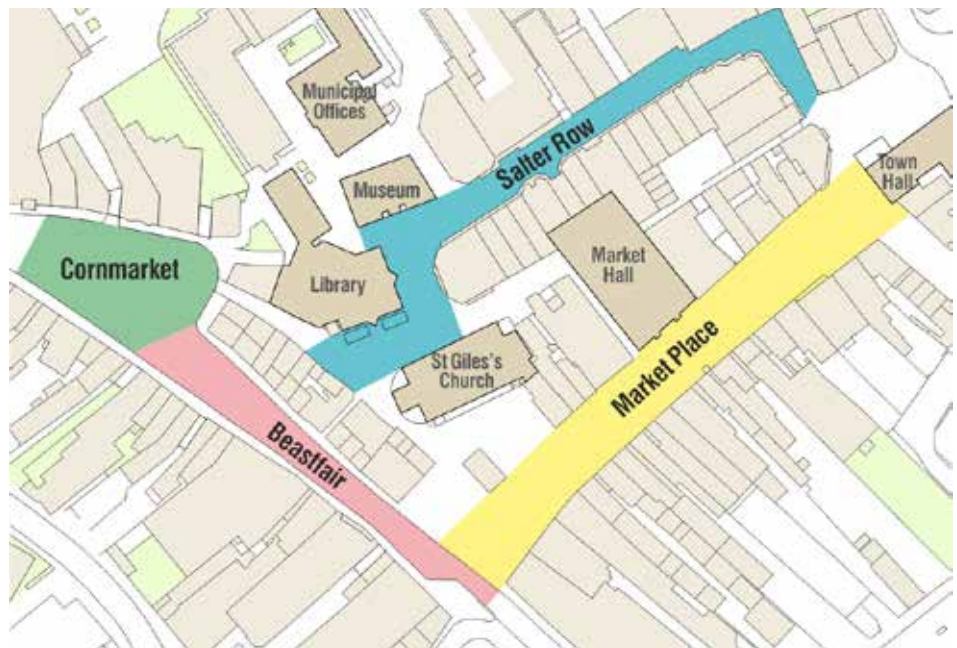
Please give details of the products you will be selling at the festival, including details of your liquorice product, if selling one, below (this will be taken into account when appointing traders)

Stallholder Requirements

All order of preference must be completed, picking one option does not guarantee a space in the chosen area.

Location	Price	Quantity	Order of Preference (1-4 with 1 = 1st choice)	Total
Market Place	£80.00			
Salter Row	£75.00			
Beastfair	£75.00			
Cornmarket	£65.00			

SITE PLAN



Pontefract Liquorice Festival

The Pontefract Liquorice Festival (PLF) will be held on Sunday 8 July 2018.

The festival centres on Market Place, Salter Row, Beastfair, Cornmarket and Buttercross areas of Pontefract Town Centre and celebrates the culture and heritage of the famous market town with street entertainment, workshops, live entertainment and a host of quality market stalls.

The PLF has successfully established itself as one of the town's highlights over the last twenty years with footfall estimated at 35,000 in 2017.

Deadlines and Application Information

The Council is not obliged to accept any applications submitted

Applications will be judged and considered on the quality, price, variety of products and not on past events. This is to ensure fairness and to avoid duplications plus creating a unique event for the public.

Applications are not processed on a first come, first served basis. Liquorice themed products will be given preference and locality may also be considered in the judging process.

The council will do their best to allocate successful applicants their first choice but this may not be possible due to high demand. All applications will be considered and successful applicants will be advised in writing of their stall location.

Please ensure you read, understand and sign the terms and conditions enclosed in this pack as this will form your contract with Wakefield Council. All applications MUST include a copy of your up to date Public Liability Insurance document with a minimum of £5m cover per claim a risk assessment relating to the stall, photos of your products, evidence of EHO registration (3 stars or above) (if applicable) and any further information you wish to submit in support of your application.

Failure to do so will void your application.

Deadline for applications is Friday 4 May 2018.

Power Arrangements

No electricity is available on site.

Terms & Conditions

The Council is responsible for the organisation of the festival and the stall holder has agreed to take the licence to occupy the pitch on the terms and conditions set out in this Agreement.

1. Trading Times

Trading may take place from 9am, however the stall holder must ensure that they are open for business by 10am. The festival will close at 4pm, trading must cease at this time.

2. Set Up and Clear Down

Stall holders are granted access to site to set up between 7am and 9am on the festival day only. Stall holders will be able to clear down from 4.30pm.

3. Location of Stall

Allocated stalls are NON NEGOTIABLE the Council retains the right at its absolute discretion to re-site the stall holders pitch within the festival site where it deems it to be necessary in the best interests of the festival, other festival attendees or as may be required on health and safety grounds or otherwise.

4. Manning of Stalls

Stalls must be manned by a responsible person and remain open during trading hours.

5. Goods

Only items approved by Wakefield Council will be displayed, sold and/or promoted at the festival.

6. Servicing

Vehicles should be removed immediately upon completion of loading or unloading. The town centre is pedestrianised between 10am and 4pm during which time there should be no vehicles on the precinct. Any replenishing of stock, if required, must take place outside these times.

7. Storage

Building out beyond the limitations of the allocated stall area will not be permitted.

8. Cancellation

If the festival has to be cancelled for any reason, the Council will refund the fee paid in advance. The Council will not be held responsible for any consequential loss e.g. loss of earnings etc. due to cancellation of the festival.

Any stall holder who cancels their booking less than 3 weeks before the festival shall forfeit all fees paid. Stall holders cancelling prior to this will be offered a refund, less a £25.00 cancellation fee.

Wakefield Council reserves the right to re-let any cancelled stall

9. Insurance/Indemnity

The stall holder shall provide evidence of Public liability insurance for a minimum of £5m per claim cover which must be valid to cover the date of the festival. Stall holders are liable for all claims arising from the conduct of their services/unit and shall indemnify the Council against any third party claims arising as a result of providing the service.

10. Alcohol sales

The stall holder is responsible for applying for a Temporary Events Notice for the sale of alcohol.

11. Music

Playing of music from the stall is not permitted

12. Security

The stall holder is responsible for the security of their property whilst on the festival site.

13. Litter

All litter must be taken off site by the stall holder at the end of the festival.

14. Food Regulations

The stall holder must comply with the Food Safety (General Food Hygiene) Regulations 1999 and be registered with their own home Local Authority for the provision of such services.

15. Allergen Law

The stall holder must comply with the Allergen Labelling Law EU1169/2011.

16. Conduct

The stall holder shall conduct the sale of their products in a proper, efficient and courteous manner and must at all times conduct the sale in a manner satisfactory to the Council.

17. Management

The stall holder shall observe and comply with and ensure its staff observe and comply with all instructions given by or on behalf of the Council's management and the Council's rules and regulations.

In signing this agreement I have read and understood the terms and conditions above:

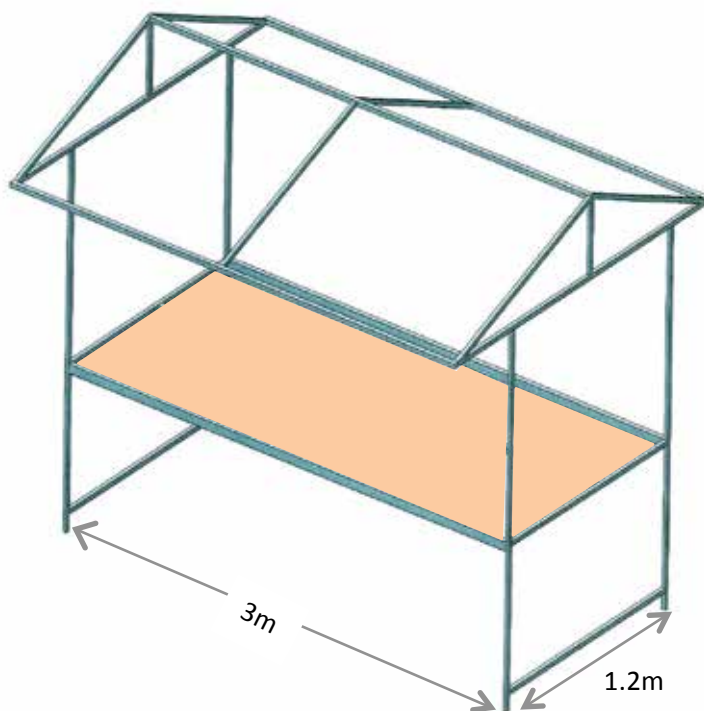
Signed:

Date:

Pontefract Liquorice Festival

Stall Specification:

- 3m x 1.2m Demountable Stall
- 1 x Sheet & Clips
- 3m x 1.2m Table Top Board (removable with prior notice)



Checklist

Step 1

Complete the traders application form. Please ensure that all boxes are completed in full.

Step 2

Sign the Terms and Conditions.

Step 3

Enclose a copy of your Public Liability Insurance documentation for £5 million per claim (minimum).

Step 4

Enclose a risk assessment, photograph(s) of your merchandise and EHO evidence (if applicable).

Step 5

Enclose any further information you wish to submit in support of your application.

Step 6

Do not send any payment at this time.

Step 7

Return all the paperwork to:
Markets and Major Events Team
Wakefield Council, Wakefield One,
PO Box 700, Burton Street, Wakefield WF1 2EB
or festivalsandevents@wakefield.gov.uk

Deadline for application forms is Friday 4 May 2018
Successful applicants will be informed by Friday 25 May 2018

Wakefield Council is required by law to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

For further information visit www.wakefield.gov.uk/fightingfraud.