

Stall Holders Application Form



DATE: 15 June 2019 TIME: 10:30 – 22:30
VENUE: Ragley Hall, Alcester
INFO: Vintage festival featuring 10+ live bands,
DJ & Dance Floors. Exp. attendance 3,500+

CONTACT NAME:	
---------------	--

TRADING NAME:	
---------------	--

ADDRESS:	
with POSTCODE:	

TELEPHONE/MOBILE:	
-------------------	--

EMAIL:	
--------	--

DESCRIPTION OF GOODS SOLD &/OR ACTIVITY TO BE UNDERTAKEN	
---	--

2019 PRICES

Vintage Trade & Craft Stalls

-3x3 pitch	£50	<input type="checkbox"/>
-6x3 pitch	£70	<input type="checkbox"/>
-3x1.2 stall with top cover and counter	£95	<input type="checkbox"/>

Refreshment Pitch – F&B

-Small van (horsebox)	£150	<input type="checkbox"/>
-Large Van	£200	<input type="checkbox"/>

Other Requirements

- Electric connection	£20	<input type="checkbox"/>
-----------------------	-----	--------------------------

Tick Required

TOTAL £ _____

Booking is easy

1. Return application form to trader@swingtimeinthegardens.com
2. Pay via Bank Transfer today to reserve your pitch

SANTANDER BANK
Sort Code **09-01-28**
Account Number **05368647**

Applications are not accepted until
booking form and payment is received

I have read and accept the attached Terms & Conditions

Signed:

Date:/...../.....

Please send the completed application form, a copy of your Public Liability Insurance, a copy of your Risk & Fire Assessment plus Food Hygiene Certificate if applicable.

Stallholder terms, conditions and requirements

Event Address

Ragley Hall, Alcester, Warwickshire, B49 5NJ

Selection of Stallholders

- Stallholders will be selected upon their relevance and the variety of stalls. Submission of the application form and associated materials does not constitute acceptance of your application. Acceptance is at our discretion. You will be advised of the outcome of the application. All decisions are final and no correspondence will be entered into.
- We reserve the right to withdraw acceptance at our discretion. (A refund and an explanation will be issued in the event of a withdrawal on our part).

Payment

- Payment for stalls must be received prior to the event with your stall application and by no later than 31st May 2019. Failure to provide payment by this time may result in your stall application being discounted.
- Payment should be made by Bank Transfer to the account on the application form. Alternatively, a cheque should be made payable to 'Sapphire Entertainments Ltd' and sent to Event Manager, Sapphire House, 6 Brylan Croft, Perry Barr, Birmingham, B44 8DW.
- Cheques will only be cashed if your stall application is successful
- Stall bookings are not confirmed until payment has been received

General Trading Guidelines & Conditions

- Your application must describe the goods/services that you are going to offer
- You must not offer second-hand electrical or toiletry goods or counterfeit goods
- No amplified music is allowed on the stall
- You agree not to supply certified Halal meat products
- Stalls offering therapy or cosmetic services must provide copies of their qualifications. Qualifications must be displayed at the stall when offering services involving massaging or touching skin or hair of attendees. A consent form must be signed by a parent or guardian for anyone younger than 18 years of age.
- If the stall does not comply with these standards they will either not be admitted to the event or asked to leave. No refund will be made of the stall booking fees.
- You agree that Swingtime in the Gardens takes no responsibility for attendee numbers on the event day or any perceived effect on trade
- Swingtime in the Gardens takes no responsibility for adverse weather conditions or any perceived effect upon sales
- All food stall holders must display their Food Hygiene Certificate at all time.

Set Up Time

- We recommend you come early to avoid any last-minute rush and give yourself plenty of time to set up your stall
- You can come onto site as early as 7:00am and at the direction of the Site Manager
- No vehicle movement (except for Emergency Vehicles) will be allowed on site between 10.00am and 10:30pm due to event and audience movement.

Set Up Time (Continued)

- During these times, you will need to park off site or in the area allocated to you.
- Please allow sufficient time to park your vehicle in the car-park. Parking is free of charge.

Get Out Time

- 'Swingtime in the Gardens' Event Stewards will advise you when it is safe to bring vehicles on site for get-out following the conclusion of the event at 10:30pm If you wish to leave the event early you should bring a trolley.
- No vehicles will be allowed off site before the stated get-out time
- All vehicles must drive at a maximum speed of 5mph with the hazard lights on at all times and at the sole discretion of the Site Manager

First Aid

- A first aid box containing bandages and waterproof plasters must be kept at the stall

Public Liability & Food Hygiene

- All stalls must be covered for Public Liability Insurance (recommended £5,000,000)
- A copy of your Public Liability Insurance certificate of cover and Food Hygiene Certificate (food stallholders) must be received by Swingtime in the Gardens before your application can be accepted

Parking and Vehicles

- All vehicles on site must display the vehicle pass provided by the traffic manager
- All vehicles must drive at a maximum speed of 5mph with hazard lights on
- There is no parking on site apart from registered caterers or with prior agreement

Electrical Equipment

- All electrical equipment must display current PAT testing compliance certification
- You must use the appropriate cables and sockets. Cables must not create a trip hazard
- The electrical installation must be protected by a residual current device (RCD)
- You should provide your own up-to-date drive power fire extinguisher and fire blanket if appropriate

Waste

- You are responsible for taking all waste away
- Please return your pitch area in the condition you found it. Costs for the repair of any damage will be charged to the stallholder

Responsibilities

- You must ensure that one person is designated the 'Responsible person' for your stall
- Our Event Stallholder Manager will liaise with the Responsible Person on the day
- There will be a PA system for announcements at the event. You must listen and act upon hearing announcements where necessary or if requested by any senior Swingtime in the Gardens representative.