Dear Friends,

This year’s Festival & Fair will be held on **Saturday 29th July 2023. 11.30am to 5pm**

**Pitch Application Form**, Part One: Site Terms and Conditions.

(Food vendors please use the food and drink form)

The site of the event will be Northlands Park, Pitsea, Basildon. The pitch area will be 4m x 4m. If a larger area is required, the fee will be negotiable.

The fee for each pitch is £15 per pitch for charities and £30 per pitch for commercial/profit making. Fees to be paid in advance and are non-refundable. (NOT FOOD & DRINK VENDORS) Concessions with be negotiable.

Stallholders will be assigned a pitch position by the pitch marshal on the day of the event.

The position is non-negotiable. Cars are not allowed to stay on the field. Access to the field is via the Watermill entrance. SS13 1BW

Access to the site will be from 8:00am until 10:30am for pitch hirers only, unless told otherwise.

**All vehicles must be off the field by 11:00am at the latest and will not be allowed back on until after 5pm.**

Parking will be available next to the Parkside entrance.

Stallholders will provide all tables, chairs, display boards, power and lighting if required, as none of these will be available to hire or lend on the day. This is a public event held in the open and stallholders are advised to ensure they have adequate cover against weather. All gazebo’s must be pegged or weight down.

All stallholders must have a current certificate of public liability insurance to the minimum amount of two million pounds and any other insurance or certification legally required for them to operate (Hygiene, safety certification etc.) and provide a photocopy of same with this application. If you don’t have insurance, please contact us and we will see what we can do. All electrical items must be PAT Tested. Risk Assessment must be completed or your own sent to us.

**NO EXCEPTIONS**

Basildon & Pitsea Carnival Association will not be held responsible for any loss or damage to stallholder’s vehicles, equipment or personal belongings before, during or after the event.

It is the duty of the pitch hirer to ensure all waste/rubbish generated by them is removed from the site by the end of the event.

Applications for stalls must be returned no later than by **Saturday 22nd July.**

Completion of the application form will be seen as agreement to the site terms and conditions.

Cheques to be made out to Basildon & Pitsea Carnival and must be returned to address below.

Bank Transfer: ACC, 81681877 S/C, 40-22-21. Please use your stall name as reference.

**Data Protection Act (2018)**

Your details are kept by the Carnival Association and will not shared with 3rd parties.

If you wish to discuss anything regarding this with us, please get in touch.

**Pitch Application Form,** Part 2: Stall Application

Name of Organisation

Contact Name

Address (Inc. postcode)

Contact Number

Email address

Number of pitch space/s

***I enclose a photocopy of my/our certificate of public liability insurance and other certification***

**Description of activity** (*please give as much detail as possible i.e. list of items being sold*) This does not mean you will be the only Stall selling the same items but allows us to space stalls apart. We do try and limit the stalls selling the same items.

Stall Fees: Commercial/Profit making (£30 each) Charity  (£15 each)

Charity no

Cheque Bank Transfer (date of transfer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree to abide by the terms and conditions

Signed Date

**Cheques to be made out to Basildon & Pitsea Carnival**

***Thank You – you will receive confirmation of your booking and a map to the venue***

Risk Assessment

|  |
| --- |
| Exhibitor/Name: - |
| Address: - |
| Contact Name: - | Tel: |
| E-mail: - |

**DESCRIPTION OF EXHIBIT & LOCATION**

Describe the type of stand together with the exhibits on display and / or any other demonstration, feature or accommodation. **Please complete all of the boxes, do not leave any blank.**

|  |
| --- |
| The exhibit will take the form of: |

**LOOK FOR HAZARDS AND LIST THEM**

|  |
| --- |
| 1. The potential hazards identified are:
 |

**DECIDE WHO MIGHT BE HARMED AND HOW**

|  |
| --- |
| 1. Those who might be harmed are:
 |

**EVALUATE THE RISKS AND CONTROL THEM**

|  |
| --- |
| 1. The precautions that have been taken are:
 |

**WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK?**

|  |
| --- |
| 1. The further actions to be taken are:
 |

|  |
| --- |
| **Assessment completed by: -** |
| **Signature: - Date of assessment:** |