

# Application to Trade (Part 1) At the Gate to Southwell Folk Festival 2010

Please read the term & conditions and complete the application and return to:  
Adrian Button, 7 Springfield Road, Southwell, Nottinghamshire, NG250BS.  
Successful applicants will be notified.

*Please do not apply to sell alcoholic products.*

## TERMS & CONDITIONS

By sending a completed application form you are agreeing to the following terms & conditions:

### 1.0 Definition

1.01 In these terms and conditions the term you, yours or licensee refers to the person or organisation that is applying for a pitch to trade from and signs part 3 of this document.

1.02 The licensor is the Gate to Southwell Folk Festival ("The Festival")

### 2.0 Application

2.01 Successful applicants will be required to provide, a copy of your insurance certificate (see post), fire risk assessment (food stalls only), Corgi certification (if necessary), and details of your registration with your local Environment Heath Authority (food stalls only) together with **full payment** as agreed.

### 3.0 Insurance

3.01 All traders are obliged to hold insurance to cover any hazard or loss, which may occur at the festival as a result, which will include public liability insurance for no less than £1,000,000 or an amount that you feel commensurate with the risk. All traders to carry their own public liability insurance commensurate with the risk.

### 4.0 Losses

4.01 You acknowledge that The Festival or any of their designated employees are not responsible or hold any liability for any financial losses incurred by you, or for any loss or damage of your equipment goods or personal belongings, or personal injury of employees working for or connected to you.

### 5.0 On Site

5.01 The Festival and their designated employees are solely responsible for the allocation of pitch sites.

5.02 You may not assign or sub-contract your stall or any part of your stall.

5.03 You must conduct your business in a clean, honest, civil and businesslike manner and without any interference in any way with the business of any other trader.

5.04 The Licensee shall be responsible for the action of any of his/her employee and shall ensure their compliance with these conditions.

5.05 Whilst trading at the Festival the Licensee must display their Name and a contact address.

5.05 The Licensee must not obstruct any walkway or vehicle access without the permission of the Duty Officers.

***5.05 Access to the site is from 16.00pm until 19.00 Thursday 10<sup>th</sup> June and after 9am Friday 11<sup>th</sup>***

5.06 Two full weekend passes will be allocated to free standing pitches. Traders in the indoor market will be allocated two concessions area passes and one full weekend pass.

5.07 **Permitted maximum hours of trading** are from 9am Friday 11<sup>th</sup> until 1am on Saturday 12<sup>th</sup>, from 9am Saturday 12<sup>th</sup> until 1am Sunday 13<sup>th</sup> and from 9am Sunday 13<sup>th</sup> until 1am Monday 14<sup>th</sup>.

5.08 **Minimum hours of trading**

Traders must be open on Friday 11<sup>th</sup> from 4.00 pm till 10.30 pm, Saturday 12<sup>th</sup> from 10.30 am till 10.30pm, and Sunday 13<sup>th</sup> 10.30am till 6pm.

*Caterers are required to be open until after the end of the evening concerts and may not move off site before dawn on Monday 14<sup>th</sup>.*

5.09 Traders vehicles parked with their stalls must not be moved after 4.00pm Friday and before 6pm Sunday.

5.10 Vehicles moving across the site must not exceed 5 mph and hazard lights must be on. In an instance of adverse weather conditions, a ban on all vehicle movement across the site may be imposed. If vehicles need to move in an emergency then approval will be required from the Duty Officers and the vehicle must be escorted off the site.

5.11 **No amplified music or PA systems are allowed without written permission from the Festival** or their designated employees; Noise levels must at all times comply with the site licence. The Festival or their designated employees reserve the right to confiscate your equipment should it prove necessary for the duration of the festival, at your risk and expense.

5.12 **No animals or pets are allowed on site**, any animals brought on to the site will be removed at your own expense; Failure to do this will result with your expulsion from site, with The Festival entitled to retain your full pitch fee;

5.13 You are obliged to keep the area 10m in front of your stall tidy and free of rubbish. Any waste and rubbish you generate must be cleared.

5.14 Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to The Festival. You shall pay for any damage, including accidental damage caused.

5.15 You shall ensure that your designated pitch has been left tidy and in good order. Any cost for cleansing your site will be charged to you.

5.16 You are not permitted to make any recordings or broadcast of the event.

5.17 Camping is only permitted within the **booked** space or on the main campsite. Please state if you wish to bring a caravan or motorhome or require space on the campsite.

## **6.0 Fire / Gas / Electricity / Water**

6.01 You must supply a completed fire risk assessment (see section four) on application. No applications will be accepted without a completed fire risk assessment (food stalls only).

6.02 All gas appliances must comply with the relevant regulations and must be fitted by a registered Corgi engineer. All Corgi certification must be sent to the Festival with your payment.

6.03 All outside stalls must supply a 5kg dry powder fire extinguisher. Food stalls must supply a fire blanket.

6.04 Your site fee will include electricity.

6.05 You must detail your electricity requirements on your application form.

6.06 All electrical equipment used within your stall must have portable appliance testing (PAT) certification from a qualified electrical engineer and the equipment must be suitably marked. *This will be inspected.*

6.07 Unless by special arrangement maximum power usage is limited to 500 watts. **No electric kettles are permitted.**

6.07 There is a water supply on site and we will endeavor to place Food Vendors near to a suitable water supply (food stalls only).

6.08 All waste water must be disposed of appropriately. The digging of sumps and soak-aways is prohibited.

6.09 Generators will not be allowed.

## 7.0 Prohibited Items

7.01 For food stalls only, you are obliged to supply a sample tariff of products (including prices), which will be offered at the festival; you shall use the allocated pitch for the purposes listed on this tariff only. This tariff must be sent with your application, no applications will be accepted without tariff details.

7.02 You are obliged not to supply for a purchase or gift, alcohol in any form whatsoever e.g brandy-coffees, herbal highs, tobacco products, tin foil barbeques, kites, or any form of flammable equipment.

7.03 No naked flames will be allowed.

7.04 Body Piercing is not allowed.

## 8.0 Health and Safety

8.1 You must comply with any Health and Safety Procedures on site.

8.2 You must make yourself aware of all Emergency Evacuation Procedures on site.

8.01 You must supply details of your registration with your local Environmental Health Authority, no applications will be accepted without registration details (food stalls only).

8.02 You must supply a completed health and safety risk assessment (food stalls only).

8.03 Ensure that all working practices comply with the regulations outlined in the Management of Health and Safety at Work Regulations 1999.

8.04 Ensure that all working practices comply with the regulations outlined in the Manual Handling Operations Regulations 1992.

8.05 Ensure that all working practices comply with the regulations outlined in the Personal Protective Equipment at Work Regulations 1992.

8.06 Ensure that all working practices comply with the regulations outlined in the Provision and Use of Work Equipment Regulations 1992.

8.07 Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995.

8.08 Ensure that all working practices comply with the Food Safety (Temperature Control) Regulations 1995.

8.09 Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1992, The Health and Safety at Work Act 1974, Highly Flammable and Liquefied Petroleum Gases Regulations 1972.

8.10 You must comply with all relevant legislation.

**9.0 Non-compliance**

9.01 The Festival and their designated employees reserve the right to remove you from the festival site, if you do not comply with the obligations as outlined within this document.

9.02 You may not be permitted to operate your stall or outlet if you do not satisfy any visiting Environmental Health Officer, Police Officer, Trading Standards Officer or Fire Officers. The Festival and their employees cannot accept any responsibility or liability if this situation occurs.

9.03 You agree to abide by the above clauses of 1.0 – 9.03 and indemnify the Festival and their designated employees against any claim, loss or liability arising from a breach of the above clauses/ regulations.

9.04 Failure to comply with any of the above clauses will terminate your contract with the Festival, without any loss to the Festival.

**I have read and understood all the above conditions and agree to abide by them**

**Signed: .....**      **trading as .....**

## **Weekend Rates (Part 2)**

### **Indoor market:-**

£70 per 6ft space (depth 6ft)

6ft trestle tables available at £6 each (please order in advance).

The above include concessions area passes. In addition traders in the indoor market will receive 1 full weekend ticket.

**Stand Alone traders (outside):** up to 20ft x 10ft stall space =£120

6ft trestle tables available at £6 each (please order in advance).

Price will include 2 full weekend tickets.

### **Caterers**

Price agreed on application

Price includes 2 full weekend tickets.

**Cancellation less than 6 weeks prior to the Festival Licensee will lose their fee**

**Cheques to be made payable to:**

**The Gate To Southwell Folk Festival LTD**



Please tell us what you'd like to sell and describe your stall. Please be as detailed as possible. Include **photos** if possible. If you want to sell food or drinks, include a **menu and price list**

CREW (total number of staff):.....

VEHICLES/CARAVANS/CAMPERS BEHIND STALLS (cannot be moved):.....

CAMPING REQUIREMENTS on festival camp site.....

Estimated time of arrival.....

Date of arrival.....

ELECTRICITY REQUIREMENTS (equipment with wattage):

Please enclose the following:-

Photos of your unit

Hygiene Certificate (Food vendors)

Registration Certificate (Food vendors)

Copy of your Public Liability Certificate

Copy of your Risk Assessments

**Declaration**

I / we understand our obligations and regulations as laid out in this agreement and hereby undertake to abide by them, and the instructions of The Festival.

Signed

Print Name

Date

**Please complete, sign where indicated and return one copy of this application form to:**

**ADRIAN BUTTON**

**GATE TO SOUTHWELL FOLK FESTIVAL**

**Traders Applications**

**7 Springfield Rd**

**Southwell**

**Nottinghamshire**

**NG25 0BS**

**Any queries please contact Adrian on 01636 814904 /07792839729Email  
- [ade@abutton.freeserve.co.uk](mailto:ade@abutton.freeserve.co.uk)**