



Carnival, Bonfire & Christmas
combined ENQUIRY form 2019.

Please DO NOT make payment until your stall has been accepted, this is to minimize multiple stalls of the same kind & to help increase your general intake on event days!

This form allows you to apply for up to 3 of the town events, a small discount will be applied for multiple events participated in:

Carnival (29th June- theme Around the world in a day) 12noon to 6pm
Bonfire -inside stall (1st November – theme, circus) 6pm to 8:30/9pm
Christmas festival of lights (30th November- theme Dickensian) 12noon to 6pm

Prices are in the table below.

**Please email this form with relevant attachments to eweaver@calne.gov.uk or post/hand deliver
FAO: E. Weaver- Bank house, the Strand, Calne, SN11 0EN.**

Date enquiry has been sent in:	
Your Name:	
Organisation/group/company name:	
Address & postcode:	
Day time telephone number:	
Email address:	

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Will this be your first time attending a CTC event?	
What & when was the last event you attended that was organised by CTC (wedding fair, carnival, bonfire, Christmas only).	
Type of stall:	
I have attached my Public Liability Insurance details. (Your pitch will not be considered without PLI) <i>Due to data protection CTC no longer keep on record from previous event.</i>	
I have attached my Food Hygiene certificate (if applicable)	
I have attached my Gas Safety (if applicable)	
I will seek my own TENS licence & issue a copy when received (alcohol sales only).	

What	One event	Two events save 10%	Three events save 20%
Charity/community	£10	£18	£24
General stall (3x3)	£25	£45	£60
General stall (bigger than 3x3)	£30	£54	£72
Small food/ drink stall (3x3)	£45	£81	£108
Large food/drink stall (bigger than 3x3)	£65	£117	£156

What	Carnival	Bonfire	Christmas	Total (£)
Charity/community				
General stall (3x3)				
General stall (bigger than 3x3)				
Small food/ drink stall (3x3)		Sorry, we are now full for food & drink suppliers at Bonfire		
Large food/ drink stall (bigger than 3x3)		Sorry, we are now full for food & drink suppliers at Bonfire		

Please read the below T&C's & sign in agreement, this may contain answers to questions you may wish to ask & needs to be signed to be considered.



I am aware & agree to the following

- Carnival is located outside only (I will require my own table & overhead/pop up) as a stall holder. Bonfire is an inside event for stall holders other than food & drink providers, a table is provided for those inside. Christmas is outside only (I will require my own table & overhead/pop up) as a stall holder.
- Stalls are positioned at the discretion of the event organiser & positioning may change due to varying factors.
- Once payment has been made NO refunds will be given under any circumstance unless the event is cancelled by CALNE TOWN COUNCIL.
- should I be accepted to attend this event, I am in acceptance that photographs of myself may be taken & used in further advertising for CTC.
- Electricity is NOT provided to any stall holder, under any circumstance, therefore you must seek your own generator & ensure that it is fuelled efficiently & away from the public.
- Should any of the designated staffing on the day of the event feel my stall poses a threat or breach of health & safety to the general public, they may ask me to cease from trading.
- Upon receiving my confirmation form, this will act as my receipt & that invoices & such will not be issued. Should I need a physical receipt, I am aware that I will need to pay in person at Bank House, Calne.
- I will receive mapping of my pitch location no later than 1 week before the event in question & should I need to, it will be my responsibility to attend my location before the event to assess its suitability.
- CTC do not provide tables for events outside & will only provide tables for inside events such as Bonfire night
- I understand that CTC take no responsibility for the income to my stall & although the event will be publicised via social media, papers, banners, radio....so on, it is still my responsibility to advertise my personal attendance at this event to aid in a healthy footfall to my stall.
- should I be a seller of alcoholic beverages, that due to the area being that of an open space which is NOT covered by a premises licence that I am required to purchase my own TEN licence & this is not the responsibility of CTC.

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- The following events start at the following times: Carnival- 12noon to 6pm, Bonfire 6pm to 8:30pm & Christmas 12noon to 6pm- however these times may change due to a variant of factors. I, however will be able to access my stall to set up 2 hours before the start time, (10am, 4pm & 10am).
- I should only switch pitches with a person nearby on the day after the approval of the event organiser, as certain areas may not be in use due to licencing reasons & such.
- I'm aware that when situated outside, it is my responsibility to provide my own overhead/pop up & this should be securely weighted.
- On the day in question, all stalls will be subject to a H&S study by our in house H&S officer, should they deem anything on my stall less than satisfactory, you may be asked to adjust this to comply with legal regulations.
- During themed events, you are strongly encouraged to adhere to the dress code for either you as a person or the decoration of your stall.
- All stalls ESPECIALLY those selling food & drink, are asked to replace single use plastic items with recyclable items where possible. Therefore, no items such as: plastic cutlery, polystyrene/plastic cups/bottles, single use sauce sachets, polystyrene boxes, single use plastic bags.... So on, will not be permitted. Our H&S advisor, will do checks on the day & should you not adhere to this, you may have such products confiscated.
- Following the above, should I have no other choice than to provide something in single use plastic, I am to provide a bin next to my pitch stating what recyclable material may be placed in this.
- All stands providing food &/or drink, or any game providing wrapped gifts or tickets (such as tombola's) should provide a bin next to their stall to help aid in keeping the town tidy & clean!
- CTC personally ask that you do not have under 18's working on food stands, especially those serving foods which use fire elements.
- Should any wires need to trail on the floor near or around your stand, please make sure that these are suitably covered with trip mats of danger tape, or that they are cordoned off accordingly. CTC will not take responsibility for trips & slips on or near your stalls due to negligence of this.
- Any generators, extension cables or plugs may be subject to PAT testing via our personal PAT tester on the day.
- Stands which use elements of fire or anything that could cause fire, must carry the appropriate fire extinguisher/blanket/bucket.
- All stall holders are required to have a form of rubbish bin to help keep the town clean, especially recycling bins as stated above. Please however make sure this rubbish is taken off site to be disposed of, CTC do not take responsibility for your stalls personal rubbish.

SIGNED _____ **DATE** _____

Privacy Notice: We take your privacy seriously & will only use your information to contact you personally in regards to the event you are applying for. Your information will not be passed on to any other party & all documentation e.g.: PLI, insurance, addresses... Will be destroyed after the event in question. If you have any further questions, please get in touch via 01249 814000.