



Calne Christmas Festival of Lights

ENQUIRY form November 30th 2019 – 12noon to 6pm.

Please Note, payment details will be given upon acceptance of pitch- Please do not make payment until accepted.

This year's theme is Dickensian, and although not mandatory, we encourage you to maybe decorate your stall or person in a Dickensian manner.

YOUR INFORMATION

Date enquiry has been sent in:	
Your Name:	
Organisation/group/company name:	
Address & postcode:	
Day time telephone number:	
Email address:	
Type of stall- <i>please give a brief description:</i>	
I have attached my Public Liability Insurance details. <i>Due to data protection CTC no longer keep on record from previous event.</i>	

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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).	

PITCH FEES - PLEASE HIGHLIGHT AS APPROPRIATE –

What	One event
<p><u>Charity/community</u> -Perfect for Calne businesses, charities, schools or clubs. - you may be required to prove you are based in Calne.</p> <p><i>(Available as inside pitch, same price & includes 1 x 6ft table or an outside pop up size no bigger than 3x3)</i></p>	£10
<p><u>Small General outside stall</u></p> <p><i>1or2 x table (provided by yourself) With standard 3x3 popup.</i></p> <p>Not suitable for hot food/drink suppliers</p>	£25
<p><u>Big General outside stall</u></p> <p><i>More than 2 tables, but no more than 4 (provided by yourself) with pop up bigger than 3x3. Please specify sizing for pitching purposes.</i></p> <p>Not suitable for hot food/drink suppliers</p>	£30
<p><u>Inside food stand</u> <i>Situated within the corn exchange of the Town hall, known as the 'Dickensian kitchen' for the day- this area will have entertainment including a Victorian cooking demonstration.</i></p> <p>Very limited availability left!</p>	£25 = 1 table provided £30= 2 tables provided.



<u>Small food/ drink stall</u> <i>Up to 3x3/ small food trailer- please specify for spacing/pitching purposes.</i>	£45
<u>Large food/drink stall</u> <i>Bigger than 3x3/ medium to large food trailer.</i>	£65

Please be aware, that if your pitch is deemed fitting with the inside market & you may be moved to this area.

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

- **ALL EVENTS other than bonfire night, as a stall holder, you are required to bring your own table & form of pop up (outside). These will not be provided for you.**
- **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.**

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- 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.
- 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.

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