



SATURDAY 25 NOVEMBER 2017

10AM-4.30PM

# FARNBOROUGH FROST FAIR



## STALLHOLDER APPLICATION FORM 2017

### COMPANY DETAILS

Before completing this form please read the attached terms and conditions below carefully.

**Contact Name**

Pre-event: \_\_\_\_\_

During event: \_\_\_\_\_

**Company / Organisation Name**

\_\_\_\_\_

**Company / Organisation Trading As**

\_\_\_\_\_

**Postal Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode**

\_\_\_\_\_

**Contact Email Address**

\_\_\_\_\_

**Contact Telephone Number**

\_\_\_\_\_

**Contact Mobile Number**

\_\_\_\_\_

**Business Website Address**

(may be used for advertising)

www. \_\_\_\_\_

**Twitter Handle**

\_\_\_\_\_

**Facebook Page:**

www.facebook.com/ \_\_\_\_\_

### STALL INFORMATION

**Do you sell?**

Cold food

Hot food

Beverages

Gifts

Other

**Type of Stall Required.** Please check one box only. If multiple stalls are required, please complete a separate form for each. We do not provide equipment (gazebos, tables, chairs, generators, lighting etc).

**CRAFT / COLD FOOD / HOT FOOD**

Single Pitch 3x3m  £40

Double Pitch 6 x3m  £70

**CHARITY / NOT FOR PROFIT**

Single Pitch 3x3m  free

**We do not provide additional lighting for stalls. Please describe what you will do to light your stall and products... *Do not leave this blank***

**If your stall is housed in a vehicle which you serve from** (for example a coffee van, please explain the type of vehicle and exact size...

**STALL PRODUCTS & ACTIVITIES**

**Products / Service for Sale / Fundraising Activities**

We will ensure that there is a balance of vendor types when approving applications, so please give as much detail as possible. What you list here may be used in promoting the event and will be used to plan the layout of the event...

**Please explain what you will do to give your stall a festive feel...**

**FOOD & DRINK STALLS ONLY**

**All food based stallholder applications will be checked by Rushmoor Borough Council's Environmental Health Officers. You must confirm that you are a registered food business with your local authority before applying for a stall. If you are awaiting registration or have been classified 'low risk', please let us know with your application.**

Name of local authority your food business is registered with .....

What name is your business registered in? .....

What is your current food hygiene rating? .....

I confirm that I have food safety management procedures in place  Yes

**Method of cooking (if relevant)**

LPG (enclose gas safety certificates)  Diesel generator (enclose safety certificates)

Charcoal  Other specify: Click here .....

I confirm that all appliances are PAT tested (evidence must be displayed on the day)  Yes  N/a

**RISK ASSESSMENT**

All applicants must provide a risk assessment covering their market stall and the related hazards. An example risk assessment template can be downloaded at [www.fuseprojects.co.uk/upcomingevents](http://www.fuseprojects.co.uk/upcomingevents).

## HEALTH & SAFETY

- Will you be bringing live animals with you for your pitch?  Yes  No
- Will you be selling alcohol? (Enclose copy of personal licence & apply for TENs)  Yes  No
- I agree not to play music on my stall  Yes
- I agree to take my stall waste off-site to dispose of  Yes

## PAYMENT

Payment is strictly by cheque only. Please enclose a cheque made payable to '[Fuse Projects](#)'. An invoice / receipt will be provided if the application is accepted. In the event of your application being unsuccessful any fees paid will be returned in full. Unfortunately we are unable to accept electronic payments. Please send a cheque by post clearly marked with your business name on the reverse if you are submitting your form by email. Cheques must be received before the application deadline.

## THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN YOUR APPLICATION

The following documents are required in order to process your application and must be sent with this application form. Incomplete applications will not be considered. Cheques must be received within 3 days of your application.

- Public Liability Insurance Schedule showing policy number, £ level of cover, expiry date and that you are covered for PUBLIC LIABILITY (not employer liability). The certificate date must cover the event.  Yes
- Photographs of your stall and products  Yes
- Risk assessment  Yes
- Cheque  Yes  In post
- Food hygiene certificate enclosed  Yes  n/a
- Food safety training certificates enclosed  Yes  n/a
- Gas Safety Certificate (in date) enclosed  Yes  n/a
- Relevant generator licence enclosed  Yes  n/a
- Copy of Personal Licence (for alcohol sales)  Yes  n/a

## DECLARATION

I confirm that I have enclosed the relevant documentation as laid out in the section above. I have enclosed / sent payment and understand that my application will be approved by the management team before a booking is confirmed. I understand that failure to provide all required documents and payment means the application will not be considered. I have read and agree to abide by the Fuse Projects booking terms and conditions together with the Rushmoor Borough Council terms and conditions and understand that failure to comply with these terms and conditions will result in the cancellation of this agreement and/or dismissal from the event. By submitting the application form to trade you are signing and agreeing to all rules, regulations and terms and conditions set by Fuse Projects.

**Signed** ..... **Name** .....

**Name** ..... **Date** .....

**Name of Business** .....

**Application deadline is 5pm on Friday 10 November 2017.**

Please send completed applications and supporting documents by email to [jenny@fuseprojects.co.uk](mailto:jenny@fuseprojects.co.uk) or by post to: Farnborough Frost Fair, C/o Fuse Projects, 20 Butts Road, Alton GU34 1NB.