

## D-Day 75 - Stall Booking Form

### Your details

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel number \_\_\_\_\_

Email \_\_\_\_\_

Company name \_\_\_\_\_

Website \_\_\_\_\_

Are you a charity or commercial stall holder? Charity / Commercial

Please describe your stall produces or services

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a copy of your Public Liability Insurance and food hygiene certificate (if applicable) with this application.

### Terms and Conditions

Do you accept the terms and conditions attached? Yes / No

### Payment

An invoice will be sent to you using the details above.

### Protecting your data

The personal information you have provided will only be used for processing stall hire applications and for auditing. The information may be shared with other Council departments. The Council will retain the information for a period not exceeding six years plus the current financial year. By submitting this form, you agree to how we use your data and the period of time we will retain it.

## Stall holder terms and conditions

### Public Liability and Employers Liability Insurance

- The stall holder is responsible for the insurance of their property/pitch and must have current Employers Liability Insurance minimum indemnity limit of £10 million Public Liability Insurance minimum indemnity limit of £5 Million at the time of the event.
- All stall holders must produce evidence of their insurance cover prior to the event. Failure to do so will result in the cancellation of your application, or closure of your pitch.
- The pitch holder or agents shall not hold Fareham Borough Council responsible for any loss, damage, theft or destruction of any exhibit, goods, property and equipment.

### Health and Safety

- Fareham Borough Council Health and Safety Officials under the Health & Safety at Work Act 1974, will inspect the site during the event. Where appropriate, traders may also be inspected by Fire Officers and Trading Standards Officers.
- If your stall requires any powered appliances, you must supply the relevant safety certificates; you must also provide your own fire extinguishers and must provide barriers around this equipment.
- All generators must be diesel powered and come to the event site fully fueled and may not under any circumstances be refueled during the event. Traders are responsible for providing barriers to ensure that generators are protected from the public.
- Concession stalls selling food, must provide the relevant certificates & documentation as per the application process.
- Stall holders using liquid gas petroleum cylinders are expected to provide suitable storage facilities. All cylinders must be installed prior to the opening of the event and must not be moved during the event.
- All vehicle movement on site will be completed within the set times and in accordance with the rules outlined in the trader's confirmation pack, no vehicle movement will be enforced outside of set times in the interest of public safety.
- Fareham Borough Council Environmental Health Team reserves the right to inspect any trader prior to the event opening to the public to ensure that Food Safety Standards are being met.

### General

- Event information will be included in the trader's information pack.
- Access times and arrangements will be sent with the trader's information pack.
- The council will not provide cover or stall infrastructure unless specifically stated otherwise.
- The costs of any re-instatement required due to damage caused by any activities of the traders, unauthorised vehicular movement or access may be sought from the trader concerned by the venue owner (Fareham Borough Council).
- Anyone found selling illegal, counterfeit or inappropriate goods will be removed from site and the relevant authorities will be informed.
- Unless specifically stated otherwise vehicles must be removed from site in line with the timings provided in the trader's confirmation pack.

- The selling of alcohol is strictly prohibited and will result in removal from site, unless authorised in advance as part of the licence process.
- All concessions are responsible for the removal of litter adjacent to and generated from their pitch, waste management facilities will be provided on site.
- Any concessions cooking with barbecues are responsible for the removal of all coals from site at the end of the event & safe disposal of the barbecue.

#### Cancellation

- Fareham Borough Council reserves the right to cancel this agreement at any time by giving notice in writing to the plot holder at the address given on the booking form, whenever in the opinion of the Event Manager that the continuance of the hiring would not be in the interests of the good management of the site, or in the event of the Government the Council or other Public Body requiring the use of the site for any matter of special importance.
- In the event of cancellation or 'no show' fees cannot be reimbursed.
- Fareham Borough Council reserves the right to rescind pitches from any trader that fails to provide the requested documentation or fails to meet the minimum requirements.