# You are invited to apply for a pitch at the fantastic

# Fleet Christmas Festival 2019

# Wednesday 27th November from 3.00pm till 9.00pm

# On Fleet Road GU51 3LA

# Fleet Christmas Festival gets the season off to a great start - the Christmas market with a fabulous variety of gifts and crafts, as well as a scrumptious selection of food and drink for you to buy as presents, take home or sample on the spot! In Gurkha Square, live music from local choirs, entertainment in the Hart Shopping Centre and of course the Christmas lights switch on, it's no wonder the Fleet Christmas Festival is one of the most popular Christmas events in Hampshire!

# Footfall regularly exceeds 16000 – that’s a lot of families enjoying the festivities

# Gifts, Sweets and Treats, Decorations, Textiles, Hot and Cold Foods and Drinks– the more festive, the better.

# If you can add to the festive cheer, complete the

# application form and come and join in the fun!

Application to trade at the Fleet Christmas Festival on Fleet Road - on Wednesday 27th November from 3pm till 9pm. There will be bands, choirs, children’s rides and family amusements, a fantastic 100-stall Festive Market and International Street Food.

**THE PITCH**

Each pitch is 3m x 3m square gazebo

If extra space is required a further 1.5m or 3m can be made available and fees will increase pro-rata

### PITCH FEES

Community pitch - single £45 double £80  
Craft Stalls - single £65 double £120  
Hot food stalls - single £120 double £190.00

**DECORATION OF YOUR PITCH**

We ask that you really try to make your stall look and feel festive to blend in with the atmosphere being created by the Festival Organisers.

Every stall needs some battery-operated Fairy Lights as a minimum.

**INSURANCE**

All traders must have Public Liability Insurance to the value of £5m. A copy of the Certificate must be sent with the completed application form to [marieshanley1@aol.com](mailto:marieshanley1@aol.com)

**TRADING HOURS**

3.00pm till 9.00pm as a minimum.

**VEHICLE ACCESS AND PARKING**

Vehicles will be permitted on site only for unloading before setting up and removal of stock at the close of trade. All vehicles must be off site before 2.30pm and will be permitted back on site only after close of business at 9.00pm.

If you need further information, please call Marie on 07515 797878 or Dawn on 07585 123583. Please do not send any money before your application is accepted.

###### Please complete and return the following to register your booking request.

###### We will review all applications after 4 weeks and will let you know if your application is successful. When you have been accepted, you must secure your pitch by paying in full before the Thursday 31ST October. Do not pay before your application has been accepted.

###### NON-FOOD TRADER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Details** | | | | |
| **Name** |  | | | |
| **Address** |  | | | |
|  |  | | | |
| **Email Address** |  | | | |
| **Telephone Number** |  | | | |
| **Business Name** |  | | | |
| **Describe the nature of your business and the type of products you would like to**  **sell:**  **Please attach a photograph of your unit at a previous event if possible.** | | | | |
| Do you require electricity for your stall | | Do you have a quiet generator? | |  |
| Yes/No | | Yes/No | |  |
| **Declaration** State if you have the following, proof of documentation will be required. | | | | |
| |  |  | | --- | --- | |  | Public Liability Insurance - requirement for all traders (Please include copy of cover note) | | | | | |
| |  |  | | --- | --- | |  | I have read and agree to the terms and conditions | | | | | |
|  | | | | |
| **Signature** | | | **Date** | |

#### HOT FOOD TRADER APPLICATION

Once your application and supporting documentation have been received and reviewed, if satisfactory, your business will be included on the Approved Trader list and you will be invited to trade.

|  |  |
| --- | --- |
| Your Details | |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |
| Business Name |  |
| Describe your business and the menu that you offer | |

***All Traders – Please supply photograph of your stall or vehicle from which you trade, at a previous venue.***

***Smart, eye-catching presentation is key to a successful application!***

***Most applicants will trade under 3m by 3m gazebo of a pre-specified colour, but if you have a quirky vintage Citroen vehicle (or similar) and can provide a current photograph, your application will be considered.***

##### You must send copies of all Safety Documentation with your application

**If your application is successful:**

**Equipment**

You need to provide a suitable, smart, clean, eye-catching “flash” (advertising boards) and your catering equipment and utensils

**Electricity Supply**

There will be ***no*** electricity on the Fleet Road site – if you need power, you will have to have to supply a generator. Trading with LPG only is preferred.

SMT will provide generator power for a limited number of stalls – first come, first served.

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|  | **Safety Documentation – Checklist.** | Y | N | N/A |
| 1 | Copy of Public Liability Insurance Certificate and Schedule. (Minimum cover £5,000,000) |  |  |  |
| 2 | Copy of current Gas Safety certificate for LPG appliances |  |  |  |
| 3 | Fire Risk Assessment |  |  |  |
| 4 | A copy of your food registration form or letter/email from your Home Authority confirming that your business is registered |  |  |  |
| 5 | A copy of the most recent food hygiene inspection report/Food Hygiene Rating – must be at least level 4 |  |  |  |
| 6 | Copy of Food Hygiene Level 2 Certificate, or equivalent, for yourself and each member of staff if you intend to sell high risk food |  |  |  |
| 7 | Fire Extinguisher Certificate of Compliance |  |  |  |
| 8 | Photograph of your pitch at a previous venue |  |  |  |
| 9 | A list of all equipment requiring electricity |  |  |  |

**Payment**

The pitch fee is payable in advance. You can pay by debit or credit card over the phone.

Dawn on 07585 123583 – Booking hours 9.00am till 3.00 pm Tuesday, Wednesday and Thursday

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| --- | --- | --- | --- | --- |
| **Do you cook with LPG?** | **Do you use a generator?** | **Will you be selling alcohol?**  **If yes attach details of your personal license** | **How many 3m x 3m pitches do you need** | **Do you trade from a gazebo or a vehicle? If you have a vehicle, please describe** |
|  |  |  |  |  |
| Please list your electrical equipment here: | | | | |
| **NAME (Print)** |  | | | |
| **SIGNATURE** |  | | | |
| **DATE** |  | | | |
| **APPROVED BY (Print)** |  | | | |
| **Signature** |  | | | |

Marie on 07515 797878 – Booking hours 09.30am till 5.00pm Tuesday to Friday

Terms and Conditions of Acceptance

***PLEASE NOTE: It is a condition of our contract that any trader in breach of the conditions will be required to leave the market***

***Traders are offered a pitch on the following conditions:***

***Set up and break down***

* Trading Hours are 3.00pm until 9.00pm. There will be no breaking down before 9.00pm unless authorised by our market manager.
* Traders may arrive on site from 12.30pm
* All vehicles must be off site before 2.30pm – no vehicle (unless used for trading from) can remain onsite during trading hours.
* No vehicle can be returned to the trading site before 9.00pm
* Parking area for traders will be notified prior to the event with the joining instructions.
* All traders will provide suitable “flash”/ advertising to decorate the stall and inform customers of the type of food on offer if applicable.
* All stalls must be suitably decorated for the festive season.
* All traders must provide suitable floor covering on their pitch to prevent staining of the flag stones/highway.
* Every effort must be made to ensure that there is no damage caused by traders or their staff, to SMT or Council property during trading.
* Any fine incurred by the trader for breach of parking or driving regulations is the sole responsibility of the trader.

***Health and Hygiene***

* All traders and their staff must be clean, tidy and well presented.
* There will be no smoking adjacent to the trader trading area
* All units must be registered with their local authority
* All traders must have a current Food Hygiene Rating of at least 4
* All traders and each member of their staff must have Food Safety Certificate Level 2
* All electrical equipment must have a current PAT Certificate
* All LPG equipment must have a current Gas Safe Certificate
* All units must have Fire Extinguisher and Fire Blanket
* All traders must have a completed Fire Risk Assessment
* All units must have an adequately stocked First Aid Kit
* All units must have hand wash facilities of a standard acceptable to Environmental Health Officials.
* All businesses must have Public Liability Insurance Cover to a minimum of £5m cover.
* **Copies *of all documentation/certificates required must always be onsite in a folder, ready for inspection if requested.***

***Pitch Availability and Payment***

* Every trader must complete an application form and sign these Terms and Conditions before being accepted for a pitch
* The pitch fee for a permanent 3m x 3m space is dependent on venue and non-negotiable
* The pitch fee must be paid in full before 31st October 2019.

***Waste and Litter***

* STRICTLY NO liquid waste can be disposed of on site. No emptying liquid waste into the drains.
* All trade solid and liquid waste must be removed from site by the trader.
* No unsightly/untidy waste can be stored in customer view during trading
* No flammable waste stored close to any source of ignition.

***Electricity Supply***

There is NO electricity available on site

* If a generator is used, you must have the relevant safety documents available for inspection.
* No petrol generators permitted
* You must have written approval to bring a generator on site.

***Issues and Grievances***

* Any issues, problems or grievances must be raised in the first instance with the Market Manager on site.
* If the problem cannot be resolved on site, write to SMT Head Office at Unit5 The Oakwood Centre, Downley Road, Havant, Hants, PO9 2NP
* The Council, nor the BID will become involved in, nor be responsible for, the resolution of any trader issue.

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| **Declaration**  **I have read and understand the terms and conditions in this document and agree to abide by them whilst trading at any Southern Market Traders event.** | |
| ***TRADER***  ***(Print Name)*** |  |
| ***SIGNATURE*** |  |
| ***DATE*** |  |
| ***Any authorised amendments to the T’s and C’s Noted as follows*** |  |
| ***FOR SMT***  ***Print Name*** |  |
| ***SIGNATURE*** |  |

***Please return the completed Application Form and Terms and Conditions to*** [marieshanley1@aol.com](mailto:marieshanley1@aol.com)

or to [smtmarkets@gmail.com](mailto:smtmarkets@gmail.com)