

# STALL HOLDERS APPLICATION FORM



## ODIHAM EXTRAVAGANZA

4PM - 8PM 25 NOVEMBER 2017

When completed, this form and supporting documents should be emailed to stalls@inodiham.co.uk or posted to inOdiham - Stalls, The Cross Barn, Palace Gate, Odiham, RG29 1JX.

inOdiham will respond when this application form and all supporting documents are received. If your application is successful, you will be given details of the inOdiham bank account and asked for the stall fee of £40 per 3x3m single pitch or £80 per 6x3m double.

## COMPANY / ORGANISATION DETAILS

Contact Name: .....

Company / Organisation Name: .....

Company / Organisation Trading As: .....

Address: .....

Postcode: .....

Contact Email Address: .....

Contact Telephone Number: .....

Contact Mobile Number: .....

Business Website Address: \* .....

Business Facebook Page: \* .....

*\* May be used for advertising purposes*

## STALL DETAILS

**TYPE OF STALL REQUIRED** - Please select one size only. If multiple stalls are required, please complete a separate form for each. We do not provide equipment (gazebos, tables, chairs, generators etc).

Single Pitch (3m x 3m) @ £40: .....

Double Pitch (6m x 3m) @ £80: .....

## PRODUCTS & ACTIVITIES

Describe your products / what you will be doing on your stall: .....

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## HEALTH & SAFETY

**RISK ASSESSMENT - All stalls must attached a risk assessment to this application.**

It should detail potential hazards associated with the stall, the likely outcome, the people at risk, the action to be taken, the level of each risk and the person responsible for the action to be taken. A sample template is attached to use if you wish.

## FOOD SAFETY *(if applicable)*

**All food stallholder applications will be checked by Hart District Council's Environmental Health Team.**

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

Which local authority is your food business registered with? .....

What exact name is the business registered in? .....

Method of cooking (LPG, charcoal etc, if relevant): .....

Will you be using a generator? .....

Are you selling / providing alcohol on your stall: \* .....

*\* If so, please enclose licence & apply for TEN*

## REQUIRED SUPPORTING DOCUMENTS

**The following documents must be submitted with your application.**

Public Liability Insurance Schedule: \* .....

Gas Safety Certificates (if relevant): .....

Risk assessment: .....

*\* This must cover the event date and show the policy number, level of cover, expiry date and be for PUBLIC LIABILITY - not employer liability.*

## PAYMENT

inOdiham will respond when this application form and all supporting documents are received. If your application is successful you will be given details of the inOdiham bank account and asked for the relevant stall fee.

## DECLARATION

By signing this booking form I am confirming that I have enclosed the relevant documentation as laid out in the Application Form above. I understand that my application will be approved by the team before a booking is confirmed and payment requested.

DECLARATION: I have read the T & C's on Page 4 of this application form and agree to abide by them if I am accepted to attend the event.

Signed: ..... Print Name .....

Dated: ..... On Behalf Of: .....

*Company*

**WHEN COMPLETED THIS FORM & ATTACHMENTS SHOULD BE EMAILED TO STALLS@INODIHAM.CO.UK OR POSTED TO INODIHAM STALLS, THE CROSS BARN, PALACE GATE, ODIHAM RG29 1JX.**



# TERMS & CONDITIONS FOR STALL HOLDERS

1. inOdiham reserves the right to reject any application.
2. This application form is to reserve open ground in an unspecified position only and does not include the supply of lighting or electricity.
3. Stall allocation is at the discretion of inOdiham and is final.
4. Any payments made with application do not guarantee a site.
5. Goods sold at the stall must be those described on the submitted application form.
6. Stall holders must ensure that all tow-bars, guys ropes, ancillary vehicles etc do not exceed the allocated area.
7. All stalls using marquees must be secured / weighted down at all times.
8. Stall holders will not permit any other person/business to occupy/share their site.
9. The stall holder must provide a copy of their valid Public Liability Insurance cover, indemnifying inOdiham and members of the public against accident.
10. The stall holder must ensure that their site is safe and without risks to the health of the stall holder's employees and/or any other persons who may come upon the site. The stall holder will indemnify inOdiham against any claims arising from the stall holder's failure to ensure that the site is safe and without risks to the health of its employees or other persons who come onto the site.
11. Food stall holders must have appropriate insurances, certificates and licences and submit a copy to inOdiham.
12. Stall holders are responsible for leaving their stall site and surrounding area clean and tidy as they found it. Please DO NOT use public bins as these are for shoppers only. Stalls must store their rubbish (boxes/papers etc) tidily throughout the event and remove it from the site when leaving - disposing of it responsibly.
13. Product liability is the responsibility of the stall holders. The stall holder indemnifies inOdiham from any claims or loss arising from sale of your products.
14. inOdiham accepts no responsibility for adverse weather and no refunds will be given for this reason.
15. No refund will be given for cancellations if notice is given no less than 4 weeks prior to the event.
16. inOdiham will not be liable for loss or damage to the stall holder's property whilst on the site.
17. All stall holders will treat shoppers and Event Coordinators and volunteers with courtesy and Fair Trading practices, in accordance with Consumer Law.
18. Stall holders must comply with all instructions by inOdiham and Event Staff.
19. All stall holders will treat visitors and Event Coordinators and volunteers with courtesy and Fair Trading practices, in accordance with Consumer Law.
20. No stall holders will cease trading or start the break-down process before the advertised end time of the event.
21. All stall holders give inOdiham permission to use their images, business name and website text for promotional use.