



STALLHOLDER BOOKING FORM

Event Details (please read carefully)

Event date: Saturday 30th November 2019

Event timings:

11.00am – Funfair Opens on High Street

1.00pm – **Street Market opens on Maristow Street, Edward Street, All Saints Church Hall**

2.00pm – Entertainment/ activities begin in Market Place

6.00pm – Lights Switch-on in Market Place

6.30pm – Entertainment/ activities end in Market Place

7.00pm – Event closes

This year's Street Market will run from 1.00pm to 7.00pm. They'll be a Funfair on the High Street and performances and the Christmas lights switch on in the Market Place from 6.00pm.

This year we will be running an outdoor market in the Market Place, on Maristow Street & Edward Street as well as an indoor market in All Saints Parish Hall.

The indoor market will run from 1.00pm to 7.00pm, the same as the outside market, and will be a table top event.

Food vendors will be setup in the Market Place and will operate between 1.00pm to 7.00pm

Locations and pitch fees

Market Place (1pm – 7pm) – Pitch Fee £30.00

Booking form overleaf.

Booking details (please complete)

Pitch location (please tick): Market Place (£30.00)

Contact name		
Company name		
Address		
Telephone no.		
Mobile no.		
Email address		
Website		
If a registered charity, please provide a charity number		
Any special requirements		
Description of Food on sale		
Special requirements		
Parking required	(Please circle; allocated parking may be a short walk from your pitch) Parking required - YES Drop & go - NO	
Size of pitch required	(3m x 3m as standard)	
Will you be bringing a gazebo	YES / NO	If yes, what size:
Unloading your vehicle	<p>How long do you need to unload your vehicle and set up you gazebo (please circle):</p> <p>0-30mins 30 – 45mins more than 45 mins</p> <p>(Please note this is only for unloading and gazebo set up time, not full set up of your stall, and will help determine your arrival time)</p>	
Setup	<p>How long do you need to layout your stall once you have set up your gazebo? (please circle):</p>	

	0-45mins 45 – 60mins more than 1 hour
Breakdown	How long does it take to pack stock & break down your gazebo at the end of the day? (please circle): 0-45mins 45 – 60mins more than 1 hour (Please note this will be used to determine your stall position and phased exit at the end of the event)
Have you attached a copy of your public liability insurance? (This is mandatory for all stall holders)	YES / NO
Are you selling alcohol? (If yes you will need a temporary event notice (TENS) from Wiltshire Council)	YES / NO
Have you attached copies of PAT certificates (if applicable)	YES / NO
Are you using Liquid Petroleum Gas?	YES / NO
If yes please supply a copy of your LPG certificate and evidence that your units have been maintained by a Gas-Safe Registered Engineer.	YES / NO
Have you attached a copy of Chartered Institute of Environmental Health (CIEH) Level 2 in Food Safety & Hygiene for retail qualification or equivalent.	YES / NO

* Indicates field is mandatory

Additional Notes:

If you have any further questions, please call 01373 822232 email: events@westburytowncouncil.gov.uk

Please note a pitch fee of £30 is required to secure your pitch. A basic pitch will 3m x 3m and a further £5 per metre of frontage thereafter. Pitches for charities remain free for 3m x 3m. Pitches are space only.

Pitch fees are to be paid no later than Friday 1st November 2019 as follows:

Cheques are to be made payable to:

Westbury Mayor's Charity Account – please note cheques made payable to 'Westbury Town Council cannot be accepted and will be returned.

BACS Payments to:

Bank: Lloyds
Sort Code: 30-99-13
Account No: 21469460

Please contact the Events Coordinator in advance to arrange a BACS payment.

Please return your completed form, along with all appropriate certificates to:

Events Coordinator
Westbury Town Council
The Laverton
Bratton Road
WESTBURY
Wiltshire
BA13 3EN