

Sponsorship opportunities are available. Please email events@wellingborough.gov.uk for more information.

Saturday 7 July 2018 – Carnival Day

Stalls set up from 9am
Croyland Park opens at 12 noon
Arena events from 2.00pm to 6pm

Sunday 8 July 2018 – Party in the Park

Stalls set up from 9am
Croyland Park opens at 12noon
Live music all day until 6pm

Please complete and return this form with full payment
All Payments MUST be received by 24 June 2018.

Julia Wells, Events Officer,
Borough Council of Wellingborough
Swanspool House, Doddington Road,
Wellingborough
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01933 231986
07740401113

Email: events@wellingborough.gov.uk

Type of Stall	Day	Date	Price per 15ft by 20ft	Please tick as appropriate
Wellingborough based Charity	Saturday	7 July	Free of Charge	
Wellingborough based Charity	Sunday	8 July	Free of Charge	
Wellingborough based Charity	Both Days	7 & 8 July	Free of Charge	
Charity Stall	Saturday	7 July	£10.00	
CharityStall	Sunday	8 July	£10.00	
Charity Stall	Both Days	7 & 8 July	£15.00	

WELLINGBOROUGH'S PARTY WEEKEND 7 & 8 July 2018 CHARITY STALL APPLICATION



www.wellingborough.gov.uk/partyweekend

www.wellingborough-carnival.co.uk

Borough Council of
Wellingborough

Making Wellingborough a place to be proud of



- Dates for the party Weekend in Wellingborough are Saturday 7 July and Sunday 8 July. Gates open at 9am for stall setup to be ready for 12noon opening.
- Applications received by 1st March 2018 will be notified by 31 March 2018. Applications received after this date will only be confirmed subject to availability. All pitch fees MUST be paid by 24 June 2018 or your pitch will be re-allocated.
- By completing the application form overleaf, you are legally binding yourself to the terms and conditions of trading. Please ensure that you have read and made all staff aware of them prior to the event. The Site Manager and Event's Officer reserve the right to evict from site anyone breaking this contract, or behaving in an illegal, aggressive or disorderly manner.
- All local charities must provide confirmation of their registered office address being in the Borough of Wellingborough.
- Applications are accepted on the assurance that the goods being sold are as described in your application. Please give a through description as this is a large factor in how we base our decision on who we invite to trade at the event.
- The Party Weekend will not accept any liability for any loss or damage to persons or equipment before, during or after the event.
- All traders must include proof of public and employers liability insurance with their application form. Health and Safety officials may be inspecting stalls before and during the event. Any stall not complying with the accepted standards and fire regulations will be closed down and removed from site.
- All mobile caterers and non-food/ drink stalls must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995, Food Safety (Temperature Control) Regulations 1995, The Food Safety Act 1990, and the Health and Safety at Work Act 1974 as applicable.
- No application will be considered without an appropriate and current risk assessment.
- All electrical equipment will carry PAT/ electrical safety certification; this must be available for inspection at the event. As far practical, all electrical equipment shall be located so that it cannot be touched by members of the public or unauthorised workers.
- There is to be no amplified noise as part of your stall unless specifically agreed with the Site Manager on behalf of the event Management.
- No petrol generators are allowed on site at any time. All diesel generators are to be in a fenced enclosure with appropriate fire extinguisher and earthing arrangements present. Any generator on site without these requirements will not be able to run.
- All traders will provide onsite certification to the effect that any approved LPG installations have been recently inspected by a Gas Safe registered engineer.
- The sale of alcohol, tobacco products, weapons, wax flares, legal highs, sky lanterns or equivalent and bbq's are all banned. Anyone to be found breaching the licensing laws will be removed from site immediately.
- Once sited you may under no circumstances move your pitch without express permission from the Site Manager or Event Officer.
- All refuse must be placed in the correct receptacles provided. No grey/ black water, oils or any waste is to be tipped directly onto the ground.
- Vehicle movement on site is to be kept to an absolute minimum. Exhibitor's cars must be parked in the car park area. No vehicles will be authorised to move on site between 12noon and 6pm except for emergency vehicles.
- All marquees, tents or other self- build structures should be of sound construction including all support poles, frames, guy ropes, stakes and fastenings. All guy ropes etc. shall be conspicuously marked to ensure they do not present a trip hazard. Stall

holders are responsible for their own health and safety as well as the visitors to their stall at the event.

- No alcohol or live animals should be sold or offered as a prize at any time.
- No selling of sweets, chocolate, food or drinks.
- No refunds on pitch fees are offered under any circumstance.

CHARITY Pitch Application Form

Name	
Company or Organisation	
Address	
Post Code	
Phone Number	
Email	
Vehicle Reg No	
Stall Details	

Charities please complete this section if you are applying for a charity stall

Registered Charity No	
Contact details of charity headquarters:	
Name	
Address	
Tel No	
Email	

This is not a Catering Concession application form. A separate catering application form should be completed.