



with XMAS CRAFTS

SUNDAY 20<sup>th</sup> NOVEMBER 2011

11 - 5.00pm

Dear Applicant,

We have pleasure in enclosing an application form for your attention.

We hope you find this pack easy to use and join with us on another quality event at Leicester Market

Thanks once again for your support

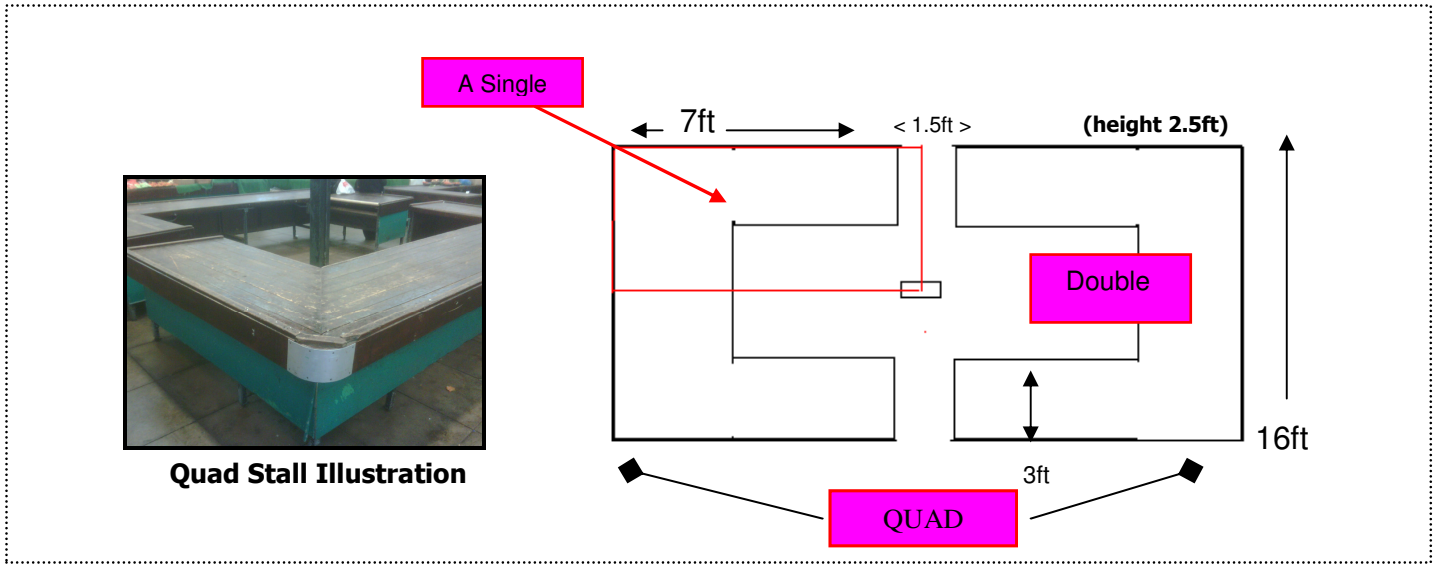
**APPLICATION FORM - Please use Block Capitals to fill in the form**

<b>Company Name:</b> (If applicable)		
<b>Contact Person:</b>		<b>Title:</b> Mr [ ] Mrs [ ] Miss [ ] Other .....
<b>Mailing Address:</b>		
<b>Town/City:</b>		<b>Postcode:</b>
<b>Tel:</b>	<b>Mobile:</b>	<b>E-mail:</b>

**Brief Description of Planned Activity / Business Type:**

- .....
- Closing date for ALL applications: FRIDAY 28th October 2011
  - **Applications are approved on a first come basis**
  - RELEVANT Risk Assessment(s) need to be completed & signed for your booking to be valid
  - Use our "Market Risk Assessment Template" IF required – ASK FOR DETAILS
  - Exact stall placement will be determined by Leicester Food Festival

# Typical Stall Dimensions & Booking Tariffs



## 2011 STALL CHARGES:

Stall Zone / Type	Single	Double	Quad	Super Quad
Red – Food	55.00	85.00	125.00	145.00
Red - Crafts	40.00	60.00	90.00	
Blue / Pink - Food	30.00	50.00	75.00	
Blue / Pink - Crafts	20.00	32.00	45.00	

*Please see Attached Map for 'Zones'*

*(Prices Shown Inc VAT)*

**Proposed Power Usage:-      Power Required? YES / NO**

*If "Yes" Please complete the below sections:-*

• **LPG Gas Bottles:- Y / N**

If "Yes" :- Size / Amount .....

• **Electricity:- Y / N**

Appliance .....  
 Appliance .....  
 Appliance .....  
 Appliance .....  
 Appliance .....

Watts/Amps.....  
 Watts/Amps.....  
 Watts/Amps.....  
 Watts/Amps.....  
 Watts/Amps.....

**TOTAL:- \_\_\_\_\_ Watts**

**ALL ABOVE APPLIANCE DETAILS MUST BE COMPLETED/ACCURATE: ONLY LISTED ITEMS WILL BE ALLOWED ON SITE**

**Electricity Charges    Total Wattage: [0 – 3.4kw £40.00]    [3.5kw – 10kw £75.00]**

*(NB:- Requests for 6kw + can only be taken in the Red Zone)*

**TOTAL** (Stall + Any Electricity Charges)    £

Attach a Cheque for the correct amount payable to  
**'Leicester City Council'**

**LEICESTER WINTER FOOD FESTIVAL & LEICESTER MARKETS  
TERMS AND CONDITIONS FOR ALL STALLHOLDERS – 20<sup>th</sup> NOV 2011**

- 1) **Hours of trading:** **11.00 am – 5.00 pm**
  - a) (During these times Staff must remain at their stall)
- 2) **Setting up times:** **6.00am – 10.00am**
  - a) **(All vehicles removed, and your Stall must be ready for inspection by 10.00am: Market to be fully cleared by 6.30pm)**
- 3) **General Guidelines**
  - a) Allocation of stalls and sites will be at the discretion of the Site Managers. No discussions will be entered into. Sizes of stalls are approximates and may vary in size and shape.
  - b) All stall holders must apply to all Health and Safety guidelines relating to stall set up and Fire Briefings
  - c) Stallholders must complete attached Risk Assessment(s). Ensuring that all forms are available on the day
  - d) Stallholders will be responsible for providing other equipment required & to have prior agreement with Event Staff
  - e) Staff need to be 16 years or older and be eligible to work in the UK
  - f) Behaviour deemed in-appropriate and not conducive to fair trading may lead to the trader being asked to cease trading
  - g) Refuse is not permitted to be built up during trading times
  - h) Your area is to be left clean and damage free at the end of trading
  - i) By participation your details will be stored in accordance with the Data Protection Act and you agree to be contacted with similar Market Events/News
- 4) **Catering Health & Safety**
  - a) Please ensure that you have a basic First Aid Kit within the stall.
  - b) All stalls need to bring their own fire blankets; fire extinguishers and they need to have been serviced within the last 12 months. Site Managers will inspect all stalls on the day.
  - c) You have to complete the attached relevant Risk Assessment Form(s)
  - d) A visiting Environmental Health Officer & Fire Officer will check the above, have the right to examine your stall including all equipment, how your food is served and stored. The market and the above have the authority to close down your stall immediately if it fails to meet current Food Safety/Health & Safety requirements.
  - e) Some electrical appliances requirements to “start-up” are more than their constant wattage consumption displayed. Advised to check prior to the event to guarantee usage. Requirements 6kw+ must be in the “Red” Central Food Zone
  - f) The Organisers will take no responsibility should stallholders fail to comply with these rules and regulations.
- 5) **Cancellation of Stalls**
  - a) All stall booking payment is strictly non-refundable due to cancellation by applicants
  - b) The Stallholder shall not have any claim against the Organiser in respect of any loss or damage upon the event's failing (for whatever reason) to be held or the Event's venue being or becoming wholly or partially unavailable for the holding of the Event for whatever reason.
  - c) The Organiser will not be responsible for any loss or damage to personal property or cash. Leicester Market is not liable for loss of revenue to the stallholders in any circumstances whatsoever.
- 6) **Postponement or Abandonment**
  - a) The Stallholder shall not have any claim against the Organiser in respect of any loss or damage upon the event's failing (for whatever reason) to be held or the Event's venue being or becoming wholly or partially unavailable for the holding of the Event for whatever reason.
  - b) The Organiser will not be responsible for any loss or damage to personal property or cash. Leicester Market is not liable for loss of revenue to the stallholders in any circumstances whatsoever.
- 7) **Liability**
  - a) The Stallholder shall effect at its own personal insurance if required against loss, damage or injury to goods and persons. Public liability insurance only is provided.
  - b) The Organiser shall not be liable for any loss or damage (including consequential or indirect loss or damage) suffered by the Stall holder whether such loss or damage arises from breach of a duty in contract or tort in any other way (including loss or damage from the Organiser's negligence) and which shall include (but not by way of limitation) loss of profit; loss of contracts; loss of or damage to property or goods of the Stall holder or any other person; or personal injury to the Stall holder or any other person (but only so far as such injury is not caused by the Organiser's negligence).
- 8) **Fire Precautions**
  - a) Exhibitors must comply with all instructions given by the relevant authorities to avoid the risk of fire or any other risk.
  - b) All electrical appliances must be in safe working order and PAT tested within the last 12 months; otherwise connection to electricity supply will not be possible.
- 9) **Items for Sale**
  - a) It is required by law, that you clearly display your price list for the general public to view.
  - b) All stall holders must fully comply with Sales of Goods Act and all related Trade Description Acts
  - c) Alcohol drinks to be sold by persons over 18 and are to be served by retail off-premises not for consumption unless in Drinks Zone
- 10) **Leicester Markets reserves the right in their absolute discretion to make any changes or cancellations it considers necessary.**

**I confirm that I have read the terms and conditions and agree to abide by them.**

Signature..... Date.....

Print Name .....Position .....

Organisation/Group (if applicable): .....

**Please complete and return to (Including Cheque & Relevant Risk Assessments):-**

**Leicester's Winter Food & Crafts Festival, C/o Leicester Market, 3<sup>rd</sup> Floor Market Centre, Market Place, Leicester LE1 5HQ**

FESTIVAL MAP 20th November 2011

