

# ARMED FORCES DAY 2023

## CHARITY STALL APPLICATION FORM



### Event Details

Salisbury City Council is delighted to be hosting Armed Forces Day 2023 with an event in the beautiful Guildhall building, Guildhall Square and Market Place. The event will be a family fun day with a range of displays, music performances and activities for all ages. We will also be having a selection of food and drink vendors.

This application is for charities and non-profit organisations who would like to raise awareness at this community event. **We require all charity stalls to provide an interactive demonstration or an activity on their stand.** Ideally we would like these to be free of charge but we are happy for you to charge a small fee to cover costs of mate-

Venue	The Market Place, Guildhall Square and The Guildhall, Salisbury SP1 1JH
Event Date	<b>Sunday 25th June 2023</b>
Event Time	10.00am-4.00pm
Electricity	Will be provided upon request
Pitch Fee	<b>FREE</b> for Military related charities
Pitch size/cover	3m x 3m pitches are available and please bring your own gazebo and equipment.

### Charity Details

Charity Name			
Charity Number			
Charity Address			
		Postcode	
Telephone Number		Mobile Number	
Email Address			
Website/Facebook/Insta			

### Primary Contact Details

Name of person making booking			
Address			
		Postcode	
Telephone Number		Mobile Number	
Email Address			
Website/Facebook/Insta			

### Requirements

We wish to hire a gazebo	YES/NO (if yes this will incur a fee of £10)		
We have our own branded gazebo	YES/NO		
If you wish to have power, please state what equipment you wish to power	<b>16A</b>		<b>32A</b>

### Description of Charity

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## Description of stand/activity/interactive display:

Please provide a full description of your stand and the activity to intend to provide, if you are charging for an activity please include prices. **Please note we are happy for you to give merchandise away in exchange for donations made at your stand but please refrain from walking around collecting donations/ handing out flyers.**

## Required Documents

We require the following documents along with your application (please tick once you have enclosed)

Photos of your products and stall

Copy of Public Liability Insurance certificate: *Please ensure this includes: Name of your insurer, Policy Number Limit of indemnity and Policy Expiry date*

DBS (Disclosure & Barring Service Check) if applicable

Risk Assessment (*There is a template at the end of the form if needed*)

### Food & Drinks Stalls only:

Copy of your Basic Food Hygiene Certificate/Alcohol License

Copy of your Food Hygiene Rating/Certificate issued by your local authority

Please state the Local Authority your business is registered with:

## Next of Kin - This is an optional section

These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Market/Event we will contact your next of kin.

Name

Relationship to you

Mobile Number

## Data Protection

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Events/Markets we may organise.

I consent to my personal data being held for the purposes listed above (please delete)

YES/NO

I would like to be kept up to date on any future opportunities to perform (please delete)

YES/NO

*(you can opt out of this at any time by emailing [events@salisburycitycouncil.gov.uk](mailto:events@salisburycitycouncil.gov.uk))*

## Compliance Statement

By submitting and signing this application, it is believed that the Artist has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them

Signature

Date

## FORMS MUST BE RETURNED TO:

Business Team  
Salisbury City Council,  
The Guildhall,  
Salisbury,  
SP1 1JH

### Or email

[events@salisburycitycouncil.gov.uk](mailto:events@salisburycitycouncil.gov.uk)

## Please submit completed applications by COP on Sunday 28th May 2023

- Salisbury City Council will notify you to confirm that your application has been received
- Submission of an application does not guarantee a booking
- The Council will review all applications to ensure suitability



**Please either attach your own risk assessment**

**or**

**complete Parts 1 and 2 below**

### **Risk Assessment Form Part 1**

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

**Before completing the form and for more information on managing risk visit**

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

If you have any questions please do not hesitate to contact us by phone 01722 342860 or email

<b>CHARITY NAME</b>	
<b>FORM COMPLETED BY</b>	
<b>EVENT NAME</b>	ARMED FORCES DAY 2022

<b>Responsibilities</b>	<b>Yes</b>	<b>No</b>
Any manual handling i.e. lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Food preparation/service of any kind other than sweets, snacks or soft drinks		
Working machinery of any kind even if static		
Using any electrical equipment or fittings		
Any potential fire hazards		
Selling of alcohol		
Using your own gazebo		

## Risk Assessment Form Part 2

**Please fill in a section below for each box you have ticked “yes” in part one to form your own risk assessment**

Below is an example on how to complete your own risk assessment

Example Risk	Example Who could be harmed?	Example Control measures in place
Slips and trips	Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> <li>Good housekeeping – work areas kept tidy, goods stored suitably etc.</li> <li>Kitchen equipment maintained to prevent leaks onto floor</li> <li>Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry</li> <li>Suitable cleaning materials available</li> <li>No trailing cables or obstruction in</li> </ul>

Risk	Who could be harmed?	Control measures in place



Risk	Who could be harmed?	Control measures in place

**Name .....** **Signature .....** **Dated .....**

## Stall/Vendor Terms and Conditions

### APPLICATIONS

By submitting an application you are agreeing to abide by the terms and conditions set out below.

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a pitch at our Event. The Council will review all applications to ensure suitability. Please submit completed applications **by**

The Council will confirm successful application has been successful. If you haven't heard back from the Council on this occasion you will have been unsuccessful.

Due to the volume of interest in our Events, we regret we are unable to provide feedback on individual applications.

### PAYMENT

Please do not send payment with your completed application.

If your application is successful an invoice will be provided to you and payment will be required within **7 days** of the invoice date.

If a booking is made within **7 days** of the Event taking place, payment will be required immediately (payment will not be able to be made on the day of the Event).

Failure to pay within this time will result in your application being cancelled and the space being reallocated.

### POSTPONEMENT OR ABANDONMENT

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the stall holders due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the stall holders prior to, during or after the event. Pitch fees may be transferred to the next market you are attending. If you are not attending any other Event a refund will be made.

### ELECTRICITY

No generators or engines will be permitted, if any stall holder wishes to bring battery powered displays and equipment, this must be agreed in advance in writing with The Organisers.

All Traders using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc) have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such.

The Council cannot guarantee the use of their electrical supply to any stallholder and can refuse allocation of power.

### SUBLETTING

Stall holders are not permitted to sublet, sub-contract nor share any part of their allocated site.

### HEALTH AND SAFETY

Salisbury City Council regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Event. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general.

Stall Holders must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. Traders will be responsible for the management and removal of their own waste: except where specifically agreed by the Event Manager

## **CANCELLATION**

If you are unable to attend the market, you must let us know 7 days before the event in writing.

If for any reason you are unable to attend the market on the day due to illness or the like, please contact us by phone or text to let us know so we can make adjustments to the layout accordingly.

Please note that your stall fee is **non-refundable**.

In the unlikely event that Salisbury City Council has to cancel the market for reasons such as adverse weather conditions, you will be contacted in the morning of the Event to make you aware. Salisbury City Council cannot be held liable for any travelling expenses you may incur. Payments received will either be transferred to another market date you are booked to attend or refunded.

## **CONDUCT OF TRADERS**

A Trader must conduct themselves in a manner befitting a Event managed by the Council and in accordance with these terms and conditions.

Any use of offensive language or any act which may cause offence to other traders, member of the public or the Council employees or representative of The Council is strictly forbidden. Such behaviour will result in you being asked to leave the Event.

## **COMPLIANCE**

All traders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the Event.

## **LIABILITY/INDEMNITY**

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The stall holder will assume full responsibility for any third party claim arising from his/her own exhibit or conduct. The stall holder hereby agrees to indemnify the Organiser against any loss claim or damage to the property of the trader and for the death of or injury to the trader except where such claim shall arise out of the negligence of the Organiser.

## **INSURANCE**

A trader shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5million.

## **DISCLAIMER**

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against SCC. The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

## **DATA PROTECTION**

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.