

Christmas Begins – Retail Stall Application Form

Event Details: Salisbury City Council are now running into the 3rd year of our highly successful Christmas event “Christmas Begins” which will be marking the start of the Festive season within our city on Friday 15 November 2024.

The event runs from 1pm until 8.30pm throughout the Market Place and Guildhall Square. We are looking for a selection of retailers to be part of the “Artisan Market” part of the event ,especially seasonal goods, festive food/drink products and gift items.

There will also be food & drink vendors, fair rides and various entertainment throughout the event; along with our 6 week pop up “ Christmas on the Square”, which will be opening at 4pm on the same day , the cities festive lights will be shining bright for the first time this year too on that day.

LOCATION / DATE REQUIRED / EVENT INFORMATION				
Venue	The Market Place, Guildhall Square and The Guildhall, Salisbury SP1 1JH			
Event Date	Friday 15 November 2024			
Event Time	1.00pm – 8.30pm			
Electricity/Lighting	Basic lighting will be provided in your gazebo if required, electricity is supplied upon request			
Cover	Gazebos are available to hire at a cost of £10.00			
COMPANY DETAILS				
Company Name				
Contact Name				
Address				
		Post Code		
Telephone Number		Mobile Number		
Email Address				
Website				
STALL DESCRIPTION				
Description of stall: please provide as much information including the retail prices you will be charging on the day (we also ask for you to supply some images of the items you sell)				
Please advise what types of disposables you use. Are you Eco Friendly, if so how?				
Requested Pitch Size: Please tick the one you are applying for	3m x 3m for £45.00		6m x 3m for £65.00	
Requirements	Do you require a gazebo	Yes/No (Please note there will be a £10 charge)		
	Do you require power	Yes/No	16A	32A
Any special requests: i.e. Stall needs to be in a shaded area				
Does the equipment have a current PAT test?	Yes/No	Certificate attached		Yes/No

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	
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/*TEN's (*TEN's to be on hand for possible routine inspections at any time)	
Copy of your Food Hygiene Rating/Certificate issued by your local authority	

Please state the Local Authority your business is registered with:

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 trade (please delete) (<i>you can opt out of this at any time by emailing events@salisburycitycouncil.gov.uk</i>)	Yes/No

COMPLIANCE STATEMENT

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

Signature		Date	
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NEXT OF KIN – *This is an optional section*

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

Name			
Relationship to you		Mobile Number	

SUBMITTING YOUR APPLICATION

Forms must be returned to	BUSINESS TEAM, SALISBURY CITY COUNCIL, THE GUILDHALL, SALISBURY, SP1 1JH EMAIL ADDRESS; events@salisburycitycouncil.gov.uk
Please submit completed application by	By COP on 4 October 2024 Salisbury City Council will acknowledge receipt of your application form 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 1 & 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

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

or email events@salisburycitycouncil.gov.uk

Does your stall include any of the following?

If so you must complete the risk assessment Part 2

Company Name		
Form Completed by		
Event Name		
Responsibilities	Yes	No
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

Before completing the section and for more information on managing risk visit
www.hse.gov.uk/simple-health-safety/risk

EXAMPLE Risk	EXAMPLE Who could be harmed?	EXAMPLE Control measures in place
<i>Slips and trips</i>	<i>Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages</i>	<i>Good housekeeping – work areas kept tidy, goods stored suitably etc.</i> <i>Kitchen equipment maintained to prevent leaks onto floor</i> <i>Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry</i> <i>Suitable cleaning materials available</i> <i>No trailing cables or obstruction in walkways</i>
Risk	Who could be harmed?	Control measures in place

Risk	Who could be harmed?	Control measures in place

Name Signature Date.....

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 4 October 2024**

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 an 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.