

CHARTER FAIR FLOATING POSITION APPLICATION FORM

SUNDAY 20 OCTOBER – WEDNESDAY 23 OCTOBER 2024

PLEASE COMPLETE THE FORM IN FULL FOR EACH REGULAR PITCH YOU HAVE AND IN BLOCK CAPITALS.

APPLICATION DETAILS			
Full Name of Applicant			
Contact Name			
Permanent Address of Applicant			
		Post Code	
Telephone Number		Mobile Number	
Email Address			
Showmen's Guild Number			
DESCRIPTION OF RIDE			
Full description of ride, attraction or side stall:			
Cost per ride/user	£		
EXACT SIZE OF RIDE, ATTRACTION OR STALL			
Length		Diameter (top)	
Depth		Diameter (bottom)	
Size of Projections (steps, pay box etc)			
How do you intend to power the ride?	Own Power		Council Power
FULL DETIALS OF POWER REQUIREMENTS			
How do you intend to power ride, attraction or stall? (please tick the appropriate box)			
Which power supply to you wish to use	Council Power Supply		Own Power Supply
If you are using your own power supply please answer the following:			
Give full dimensions of vehicle	Length		Width
What is the furthest distance it can be from your ride/unit			
Please give full registration of vehicle			

PLEASE CONTINUE OVERLEAF TO COMTLETE THE APPLICATION

SALISBURY CITY COUNCIL AS THE EVENT ORGANISER IS RESPONSIBLE IN ENSURING THAT THE SITE IS SUITABLE FOR THE EVENT.

IT IS THE RESPONSIBILITY OF INDIVIDUAL OPERATORS TO ENSURE THAT THEY CONFORM TO THE REQUIREMENTS OF HSG175

REQUIRED DOCUMENTS			
We require the following documents along with your application (please tick once you have enclosed)			
Showmen's Guild Insurance			
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)			
ADIPS/Electrical Test Certificate			
Silent Diesel Generator Test Certificate (if applicable)			
Gas Safe Certificate (if applicable)			
Copy of your Basic Food Hygiene Certificate (if applicable)			
Photographs of ride, attraction or side stall			
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			
Signature		Date	

COMPLETED APPLICATION FORMS MUST BE RETURNED TO US BY SUNDAY 2 JUNE 2024

SALISBURY CHARTER FAIR
Terms and Conditions (Updated July 2021)
Document to be retained by the Applicant

APPLICATION

- When completing your application you must provide all information and documents as requested on the application. Failure to do so may result in your application not being accepted by the Salisbury City Council (hereafter called 'the Council').
- When signing your application form you are confirming that you have read and will comply with these terms and conditions, also to observe and abide by such other instructions as may be made from time to time by the Council or their Officers.

PAYMENT

- The rent due shall be payable in respect of the ground let and will be required prior to the fair as indicated on the invoice provided. If payment is not made by this time then this may result in non-allocation of space. In the event of the ground not being occupied the rent will be forfeited.

SET UP AND POSITION

- All amusements and stalls shall be placed in such a position as allocated by the acting Council Officer (which shall include the Business Manager or any other Council Officer) acting on behalf of the Council. Showmen's Guild rights to land do not apply to Salisbury Charter Fair.
- Walkways must be a minimum of 1.1 meters wide. Any requests from the Council or Safety Officer to move amusements/stalls for a safety related issue or for any reason the Council deems necessary should be complied with by all Showmen.
- Use of the ground shall not be taken before your allocated build time given by the Council Officer on site.
- When accessing the site please drive at 5mph with hazard lights on. Please take care when driving on/off site and be aware of staff, pedestrians and members of the public that may also be site during this time.

INSPECTION AND OPENING

- Prior to the opening of the Fair a safety briefing will be held at 3.30pm. All Showmen must attend.
- All riding machines must have been inspected under the Showman's Guild Rules or by an independent qualified inspector during the current year, and a certificate of fitness produced for inspection by Salisbury City Council's Independent Safety Inspector. All instructions issued by the Safety Inspector must be complied with. Rides will not open until approved by the Safety Inspector.
- Prices for all rides, side stalls and food stalls should be displayed at all times.
- **No riding machine, exhibition, game, stall or other amusement device shall be opened to the public until the Fair has been officially declared to be open, or until permission has been given by the Council.** On the other days of the Fair the time of opening shall be **11.00am**. Standing should be occupied continuously from the opening of the Fair with the particular amusement device or apparatus in respect of which a permit has been granted, and the same shall be worked for the amusement of the public during the whole time the Fair is open and shall close promptly at **10.00pm each day.**

Note: The Council will close the fair each night and will give permission for dismantle on the final night.

USE OF GROUND

- Any persons obtaining ground in a fictitious name, or for a purpose other than that mentioned in the application will not be allowed to occupy the ground and the rent will be forfeited.
- Hiring or subletting of any site (or portion of site) shall not be allowed under any circumstances. Any person found partaking in such activities shall be removed and excluded from future fairs.
- Sales by auction, “hand-selling”, lecturing, “pitching” in any form, character reading and fortune telling will be prohibited. No goods may be sold except those specified in the application.

PROHIBITED ACTIVITIES

- Animals, birds or fish may not be exposed for sale or offered as prizes in any part of the Fair Ground.
- Glass bottles and glass containers may not be exposed for sale or offered as prizes in any part of the Fair.
- Bottle shooting galleries, the use of steam whistles, the sale and use of confetti, teasers, squirts bladders and other articles capable of causing annoyance or injury to any person are strictly prohibited.

PARKING

- No living vans shall be allowed on the Fair ground. All empty cars, vans and trucks must be removed from the ground before the opening of the ride, stall or exhibition and parked off site in accordance with the instructions of the Council.
- Large vehicles with generators that are granted permission to remain on site will be issued with a parking permit by the Council.
- All other vehicles not permitted to be on site will be issued with parking tickets.
- Various locations around the edges of the site must remain clear and accessible to the emergency services at all times for the duration of the Fair. Parking is strictly not permitted in these areas, which will be clearly identified with signage. Anyone parking in these areas will be issued with a parking ticket. Anyone failing to adhere to the parking restrictions will lose their right to trade at Salisbury Charter Fair.

POWER

- All Showmen 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 for example as part of your Electrical Test Certificate. The Council cannot guarantee the use of their electrical supply to any Showmen and can refuse allocation of power.
- All lighting, power or other cables shall be properly insulated and laid or suspended to the requirements of the Council and Safety Inspector so as not to be dangerous or to cause obstruction. Cables must be suspended a minimum of 2.2 meters off the ground.
- The exhaust pipes of all generating engines (which must be silent running) used on the Fair must discharge less than 10ft from ground level and shall be directed away from adjacent buildings. Reasonable care shall be taken to shield the noise of such engines from occupiers and adjacent buildings.
- Drip trays with sand must be placed under all generators and vehicles.

ONLY SILENT RUNNING GENERATORS WILL BE ALLOCATED SPACES ON SITE

DAMAGE

- Any damage during the Fair to buildings, walls, concrete, tarmacadam, paving or other roadways, hydrants, meters, water taps and services and electrical supply services etc. by the applicant or his/her employees, is to be paid for by the applicant

NOISE

- Amplifiers must be at a minimum setting when used for microphones or music systems and loudspeakers must be sited to face inwards and downwards on rides.

SECURITY

- Limited general security will be on site at each evening from 5.00 -10.00pm. Showmen are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by the Council.

FIRST AID

- First aid will be available on site during the opening times of the fair who will be located on site if required.
- Please report any incident or accident to the duty officer on site so the Council can log and assist further, if required.

RIDING MACHINES

- Notices must be displayed in prominent positions clearly visible at all times by persons using or intending to use the ride (the size, number and siting of the notices to be approved by the Events Officer) and must (a) state the maximum number of persons who are allowed to ride in a car at any one time and (b) prohibit standing up.
- The number to be stated in a notice must be that agreed with, or in default of agreement, determined by the Events Officer.
- There must be close and continuous supervision of the ride to ensure compliance with the terms of the notices to be displayed.
- The Council shall, in the event of breach of these Terms and Conditions, be entitled to re-let the ground without notice.
- The ride must be slowed by the person in charge, and if necessary stopped, if he sees patrons standing up or behaving rashly. The person in charge must warn them about their conduct and the ride may only be speeded up or re-started when they behave.
- The ride must be stopped for sufficient time to allow the changeover of patrons and rides must never be run above the designed speed.
- If the lights on the ride are designed to flash, the flash must be practically instantaneous. The ride must never be in darkness.
- Special attention must be given to the safety of children on rides.

EXHIBITIONS

- Every enclosed exhibition shall be provided with ample side door exits and provision must be made for the extinguishing of fire by means of an efficient chemical fire extinguisher. Precautions must be taken to prevent the emission of sparks and black smoke from engines. The construction of the framework, platforms, steps and seating of all exhibitions must be carried out in a good, workmanlike manner so as to ensure the safety of the public.
- If any of the above conditions are not complied with the Council may require the exhibition to close forthwith and may do anything necessary to ensure that the exhibition is closed forthwith and may

do anything necessary to ensure that the exhibition remains closed for the remainder of the Fair. The decision of the Council as to whether there has been a breach of a condition shall be final, and neither she/he nor the Council shall be liable for any loss or damage which may be occasioned by or through the stopping of the exhibition.

CATERING UNITS

- All Showmen handling and preparing of food must comply with current food hygiene regulations. Catering units must have sufficient food hygiene training to allow them to handle and prepare food safely. A copy of Basic Food Hygiene Certificate should be provided upon application. A gas safe certificate may also be required if applicable.

GIFTS

- A person making an application to operate or a person operating at Salisbury Charter Fair must not offer gifts of any description whatsoever including discounts on sale, free rides etc. to the Council Officers or any other employee or elected member of the council.

CONDUCT OF SHOWMEN

- Showmen and his/her staff should conduct themselves in a manner befitting a Fair 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 Showmen, 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 Fair immediately.

COMPLIANCE

- The Council reserves the power to close any amusement device at any time during the Fair if in the opinion of the Council, Safety Officer or any other authorized officer of the Council such amusement device is of a dangerous character or is not in accordance with the foregoing particulars, or if the proprietor or manager thereof fails to observe and comply with any of these Terms and Conditions or misconducts himself and such proprietor or manager shall immediately upon receiving notice to that effect under the hand of a duly authorised officer of the Council, stop the working of such amusement device, and no return shall be made to the proprietor or manager of any sums of money which may have been paid by him for rents and charges.

LIABILITY

- When signing your application form you hereby indemnify the Council, its officers, staff, and representatives shall not be liable for any claim in respect of loss, theft, damage or injury to persons or property on the site. Showmen will assume full responsibility for any third party claim arising from his/her own amusement or conduct.
- Showmen 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 £1,000,000.

DATA PROTECTION

- Understand that this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organization without your consent.