

Christmas on the Square – Retail Chalet Application Form

Event Details Salisbury City Council will be organising it's annual "Christmas on the Square" which is in its fourth year. Visitors can enjoy the festive area, which includes delicious food from our food vendors and relax in our destination bar. Families are also able to visit our Santa's Grotto and for 2025 we are introducing ten retail chalets, nestled on the Guildhall Square outside the Guildhall, and surrounding one of our "Star Trail" attractions, the cities 25ft Christmas tree. (NB We will have overnight security in place).

LOCATION / DATE REQUIRED / EVENT INFORMATION			
Venue	The Guildhall, Salisbury SP1 1JH		
Event Date	21st November – 24th December 2025		
Daily Operational Hours	11am until 6pm (minimum)		
Electricity	Provided		
Cost	£60 per day +VAT (£2,040+VAT)		
COMPANY DETAILS			
Company Name			
Contact Name			
Address			
		Post Code	
Telephone Number		Mobile Number	
Email Address			
Website			
How did you hear about this event			
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?			
ELECTRICITY			
Your chalet will have a standard light inside and on the front of your chalet. There will be power to charge up small items i.e. payment terminal, phone/iPad and a small oil filled heater.			
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			
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
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I would like to be kept up to date on any future opportunities to trade (please delete) (you can opt out of this at any time by emailing events@salisburycitycouncil.gov.uk)	Yes/No
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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			
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Relationship to you		Mobile Number	
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SUBMITTING YOUR APPLICATION

Forms must be returned to	BUSINESS TEAM, SALISBURY CITY COUNCIL, THE GUILDHALL, SALISBURY, SP1 1JH EMAIL ADDRESS; events@salisburycitycouncil.gov.uk
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Please submit completed application by	By COP on Friday 17TH October 2025 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
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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		

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.....

Food Trader Guidelines

- Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.
- Traders must ensure that all food contact surfaces (e.g. tabletops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.
- Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.
- Where foodstuffs are cleaned traders must have adequate means to do so hygienically.
- Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).
- Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)
- Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your local authority who should be able to assist.

APPLICATIONS

By submitting an application, you agree to abide by the terms and conditions outlined 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 Friday, 17th October 2025**

Applicants will be notified of the outcome within 10 working days of submission. Due to the high volume of interest, we regret that we are unable to provide individual feedback on unsuccessful applications.

PAYMENT

Please **do not** send payment with your completed application.

If your application is successful, an invoice will be issued. Payment will be required within 7 days of the invoice date.

If a booking is made within 7 days of the event, payment will be required immediately.

Please note: Payment cannot be made on the day of the event. Failure to pay within the specified timeframe will result in cancellation of your booking and reallocation of the pitch.

POSTPONEMENT OR ABANDONMENT

In the event of postponement or cancellation due to unforeseen circumstances (e.g. strikes, extreme weather, acts of God, or third-party issues), the Organisers shall not be held liable for any loss, damage, or expenses incurred by stallholders.

Pitch fees may be transferred to a future event/market. If you are not attending another event, a refund will be issued.

ELECTRICITY

All traders using the Council's power supply must ensure that all portable appliances (e.g. lighting, tills, scales, sound systems) have a valid Portable Appliance Test (PAT) certificate dated within the last 12 months.

The Council cannot guarantee access to electricity and reserves the right to refuse power allocation, particularly in cases of repeated overload.

SUBLETTING

Stallholders are not permitted to sublet, subcontract, or share their allocated pitch without prior written approval from the Council.

If you wish to share your pitch with another trader, please contact the Events Team before submitting your application.

HEALTH AND SAFETY

Salisbury City Council places the highest importance on the health and safety of staff, traders, and the public.

Stallholders are responsible for complying with all relevant health and safety regulations and codes of practice.

Traders must manage and remove their own waste. A designated refuse area will be available for waste generated at the event only. Misuse of this facility will result in withdrawal of access, and traders will be required to remove their own waste from the site.

CANCELLATION

If you are unable to attend, you must notify us in writing at least 7 days before the event.

In the case of illness or emergency on the day, please contact us by phone or text as soon as possible.

Please note: **Stall fees are non-refundable.**

If the Council cancels the event (e.g. due to adverse weather), you will be notified as soon as possible. The Council is not liable for any travel or associated costs incurred.

CONDUCT OF TRADERS

All traders are expected to behave professionally and respectfully at all times.

Offensive language or behaviour that may cause distress to other traders, members of the public, or Council staff will not be tolerated and may result in immediate removal from the event.

OPENING HOURS

All traders must be fully set up and open by **11:00am** and remain open until at least **6:00pm**.

Failure to comply may result in your pitch being withdrawn, with no refund issued.

Closed or unmanned stalls during advertised hours negatively impact the event and will not be accepted.

COMPLIANCE

Traders must comply with these terms and conditions, as well as all applicable laws, regulations, and any additional instructions issued by the Organisers or relevant authorities.

LIABILITY/INDEMNITY

The Organisers, their staff, and representatives accept no liability for loss, theft, damage, or injury to persons or property.

Stallholders are fully responsible for any third-party claims arising from their participation and agree to indemnify the Organisers against any such claims, except where caused by the Organisers' negligence.

INSURANCE

All traders must hold valid public liability insurance with a minimum cover of £5 million.

Proof of insurance must be provided upon request.

DISCLAIMER

The Organisers, their staff, and representatives shall not be liable for any claims, losses, or damages arising from participation in the event, including but not limited to:

- Injury or damage to third parties
- Refusal of insurance claims
- Seizure or loss of equipment

This disclaimer does not exclude liability for death or personal injury caused by the Organisers' negligence.

Participants agree to indemnify the Organisers against any claims resulting from breaches of these terms or from their own actions or omissions.

DATA PROTECTION

All personal data will be handled in accordance with the **Data Protection Act 2018** and **UK GDPR**. Salisbury City Council will not share your information with third parties without your consent.