

Temporary Stage 2026 Application Form

DETAILS ABOUT WHAT WE ARE LOOKING FOR

Salisbury City Council are trialing a stage on the Market Place for six weeks from 14 March until 26 April 2026. We are seeking applications from performers from Salisbury and the surrounding area to provide entertainment during the time that stage is on site.

The stage will be there to be utilised by various people, businesses and groups, so we are looking for performers mainly for Friday, Saturday and occasional Sundays. On these days we will provide a PA system as well as a sound engineer.

We also have an opportunity for buskers to use the stage, please ask us for more information.

NB: If you do not have a website or social media account, please send us a video of your performance.

PERSONAL DETIALS			
Performer Name			
Contact Name			
Address			
		Post Code	
Telephone Number		Mobile Number	
Email Address			
Website			
Social medial platform e.g. Facebook			
Where did you hear about us?			
DESCRIPTION OF PERFORMANCE/BAND/MUSIC PLAYED			
PERFORMANCE FEE			
Please state your proposed fee			£
Please state how long your performance will be for at the above price. Along with how many sets and the length of each set you propose to perform for at the above price			
AVAILABILITY – Please tick the days you would like to be considered to perform at			
Friday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>
Sunday	<input type="checkbox"/>		
REQUIRED DOCUMENTS			
We require the following documents along with your application (please tick once you have enclosed)			
Copy of Public Liability Insurance Certificate: Please ensure this includes name of your insurer, policy number limit of indemnity and policy expiry date			<input type="checkbox"/>
Risk Assessment (There is a template at the end of the form if needed)			<input type="checkbox"/>

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	<p>BUSINESS TEAM, SALISBURY CITY COUNCIL, THE GUILDHALL, SALISBURY, SP1 1JH</p> <p>EMAIL ADDRESS; events@salisburycitycouncil.gov.uk</p>
Please submit completed application by	<p>Salisbury City Council will acknowledge receipt of your application form</p> <p>Submission of an application does not guarantee a booking</p> <p>The Council will review all applications to ensure suitability</p>

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	<input type="checkbox"/>	<input type="checkbox"/>
Working at height (using ladders)	<input type="checkbox"/>	<input type="checkbox"/>
Display of anything containing liquid fuel or flammable substances	<input type="checkbox"/>	<input type="checkbox"/>
Display of sharp objects	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrations of any kind – i.e. Therapies, massaging	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation/service of any kind other than sweets, snacks or soft drinks	<input type="checkbox"/>	<input type="checkbox"/>
Working machinery of any kind even if static	<input type="checkbox"/>	<input type="checkbox"/>
Using any electrical equipment of fittings	<input type="checkbox"/>	<input type="checkbox"/>
Any potential fire hazards	<input type="checkbox"/>	<input type="checkbox"/>
Selling of alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Using your own gazebo	<input type="checkbox"/>	<input type="checkbox"/>

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.....

Terms and Conditions

APPLICATIONS

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 booking by the Business Team. The Council will review all applications to ensure suitability.

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

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

RATIFICATION

This application must be signed by the applicant when returning it to the Organiser and with which the applicant has read all the foregoing terms and conditions and hereby agree to be bound by them.

PAYMENT

Any payment due will be made by BAC's transfer **on completion** of the performance and upon receipt of an invoice from The Artiste. The invoice must be addressed to Salisbury City Council, include your details along with relevant bank details for BAC's transfer and state the Market/Event you performed at. If emailing the invoice, please send the invoice as an attachment.

SET-UP AND BREAK-DOWN

You should be ready to perform and fully set up and ready to perform on time. You may not break down until the agreed time on the day. All equipment must be contained within the space allocated. Unloading and loading will be available on site, however parking is not available. We advise that you park in a nearby car park. Parking fees will apply, please refer to Wiltshire Councils website for the most up-to-date charges.

ELECTRICITY

Power can be provided at these events. Please state in your application what power you require. If you have your own PA equipment, this must have a current PAT test, must be sent with application.

LEAFLETS

Leaflets are not to be given out during your performance. Leaflets can be placed on a stand for the public to pick up if they so wish, however the flyering of leaflets is prohibited.

SECURITY

No security is available. Performers are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

INDEMNITY AND INSURANCE

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 applicant will assume full responsibility for any third-party claim arising from his/her own exhibit or conduct. The applicant hereby agrees to indemnify Salisbury City Council against any loss claim or damage to the property of the applicant and for the death of or injury to the applicant except where such claim shall arise out of the negligence of the Organiser.

COVID SECURE

All performances/acts/face painting must comply with the current Governments advice, and this must be covered in your risk assessment.

POSTPONEMENT OR CANCELLATION

Neither party shall be liable for failure to perform its obligations under this agreement if such failure results from circumstances which could not have been contemplated and which are beyond the party's control. In such event both parties shall be released from all their obligations under this contract. The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the performer prior to, during or after the event. If the Organiser decides to cancel this agreement or the Event/Market, then no payment will be made to the Artiste.

COMPLIANCE

All applicants 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.

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 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.