

Armed Forces Day – Fair Ground Ride Application Form

Event Details:

Salisbury City Council's annual Armed Forces Day event is returning this June, a fantastic community event to honour and celebrate the brave members of our Armed Forces, past and present, who have dedicated their lives to the service of our country. We are looking for Fair ground rides to be part of the day.

LOCATION / DATE REQUIRED / EVENT INFORMATION				
Venue	The Market Place and Guildhall Square, Salisbury SP1 1JH			
Event Date	Sunday 28 th June 2026			
Event Time	10.00am – 4.00pm			
Electricity	Will be provided upon request			
Pitch Fee	£105 per ride			
COMPANY/CONTACT DETAILS				
Registered Trade Name				
Contact Name				
Address				
		Post Code		
Telephone Number		Mobile Number		
Email Address				
FULL DESCRIPTION OF RIDE				
Ride 1 – Full description				
Rent offered				
Measurement of the ride	Length		Diameter (top)	
	Depth		Diameter (bottom)	
How do you intend to power the ride?	Own Power		Council Power	32 or 16 amp
Ride charge on the day				
FULL DESCRIPTION OF RIDE				

Ride 2 – Full description					
Rent offered					
Measurement of the ride	Length		Diameter (top)		
	Depth		Diameter (bottom)		
How do you intend to power the ride?	Own Power		Council Power		32 or 16 amp
Ride charge on the day					
REQUIRED DOCUMENTS					
We require the following documents along with your application (please tick once you have enclosed)					
Photos of your ride					
ADIPS/Proof of Guild Membership					
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:					
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 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 ride owner/operator has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them					
Signature				Date	
NEXT OF KIN – <i>This is an optional section</i>					
These details are taken for use in emergencies, should you be involved in an accident or taken ill whilst attending our 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 Friday 08 May 2026 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 of 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

APPLICATION

When completing your application, you must provide all information and documents as requested on the application. We can only consider applications with all required paperwork

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.

No Showman has any rights to attend any Event, however long they may have attended an event. The successful applicant will have no rights to future events either of the same name or similar.

SUBLETTING

Showman **are not permitted** to sublet, sub-contract nor share any part of their allocated site. If you are unable to attend, then you must cancel and Salisbury City Council will offer the space to another applicant. Any showman found to sublet will be unable to apply for any future events.

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 applicable. 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.

SET UP AND POSITION

All rides 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 City Council Events.**

Walkways must be a minimum of 1.1 meters wide. Any requests from the Council 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.

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.

PROHIBITED ACTIVITIES

Animals, birds or fish may not be exposed for sale or offered as prizes in any part of the event.

PARKING

No living vans shall be allowed on the site. 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 event. Parking is strictly not permitted in these areas. Anyone parking in these areas will be issued with a parking ticket. Anyone failing to adhere to the parking restrictions could risk future applications.

DAMAGE

Any damage during the event to buildings, walls, concrete, tarmac, 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.

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 Event Lead) 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.

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.

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

An attendee 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 attendees, 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 attendees 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 attendee and for the death of or injury to the attendee except where such claim shall arise out of the negligence of the organiser.

INSURANCE

A charity 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.