



HUNSTANTON EVENTS COMMITTEE

Hunstanton Carnival Vendor Application Form

DEADLINE FOR COMPLETED APPLICATIONS: FRIDAY 14th May 2022

In order to book a space at the Carnival, please complete and return this form to the email address below by the 24th June 2022 along with your trade stand Deposit of 50% of fee. Applications received without payment will not be confirmed.

email: clerk@hunstantontowncouncil.gov.uk

Your Details:

Contact Name: _____

Company Name: _____

Address: _____

VAT Reg number _____ Postcode: _____

Telephone number _____ Email: _____

REQUIRED INFORMATION

Vendors will be required to provide copies of the following documentation in advance of the Carnival and will not be allowed on site without these.

All vendors must comply with all legislation,

1. An up to date Health and Safety policy,
2. Third party Insurance Policy for the sum of £3 million,
3. Certificate of Valid Public Liability Insurance,
4. Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.
5. Health & Safety Executive regulations,
6. Food Safety (General Food Hygiene) regulation 1995,
7. Food Safety (Temperature Control) 1995.
8. Comply with Natasha's Law October 2021.

The vendor must be responsible for the provision of fire prevention equipment and a first aid kit.



HUNSTANTON EVENTS COMMITTEE

DEADLINE FOR COMPLETED APPLICATION FORM: Saturday 14th May 2022

STAND DESCRIPTION

Please provide us with a description of your company and the products you will be selling at the Carnival. We will use this information to market your attendance at the Carnival.

The Stand fee is: Food Vendors £100.00 Traders £50.00 Charity £25

Payment for the Deposit and Full payment can be made via bank transfer.

BACS (Please use your company name as the reference)

**Bank Details: Barclays Bank
Acc Name - Hunstanton Town Council
Sort Code – 20-46-65
Acc Number – 20503169**

Or

Please make cheques payable to: Hunstanton Town Council

(Payment Ref to be quoted on reverse of cheque: Hunstanton Carnival) and send to:

Town Clerk, Hunstanton Town Council, Town Hall, The Green, Hunstanton PE36 6BQ

***** Please pay 28 days before Carnival to allow for cheques to clear*****

Please note that due to the nature of this event there is NO electrical supply on site and all stands will be required to supply their own generator if power is required. If you require assistance in sourcing generators then please let us know.



HUNSTANTON EVENTS COMMITTEE

LEGAL REQUIREMENTS

PLEASE COMPLETE THE FOLLOWING:

Local Authority where you are based _____

Please provide a description of all activities that will be carried out at your stand, including details of what you will be selling.

How will you be cleaning and disinfecting equipment used during the show?

What hand washing facilities will you be using during the show?

If you are cooking or preparing food for consumption **you must provide your own** hand washing facilities and confirm this with us.

How is food being transported to and from site? (Refrigerated van etc)

How will you be checking food temperatures? (**spot checks will be carried out**)



HUNSTANTON EVENTS COMMITTEE

How are slips and trip hazards controlled?

Is your electrical system safe, PAT tested and appropriate for the conditions? YES / NO

Will you be introducing fire hazards? YES / NO

What foods will you be cooking or preparing for consumption?

How do you wish to cook– gas or electric?

If gas, what type and what equipment would you use?

We may contact you to ensure it is suitable for use at the Carnival

Please provide Risk Assessment form



HUNSTANTON EVENTS COMMITTEE

Terms and Conditions

1. Access to set up within the Carnival (The Green, Hunstanton PE36 5BQ) is available from 09:00– 10:45 on Sunday 26th June 2022.
2. All vehicles must be offsite by 10:30pm on Sunday 26th June 2022 and vendor stands must be open from 11:00 – 17.00 on Sunday 26th June 2022.
3. All electrical items used on site must have a valid PAT certificate and be clearly marked.
4. Each Vendor Stand must produce for inspection and provide copies with their application form:
 - An up to date Health and Safety policy,
 - Third party Insurance Policy for the sum of £3 million,
 - Certificate of Valid Public Liability Insurance,
 - Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.
5. All Food vendors must comply with all legislation, including
 - Health & Safety Executive regulations,
 - Food Safety (General Food Hygiene) regulation 1995,
 - Food Safety (Temperature Control) 1995.
 - Natasha's Law
6. Staff must be suitably dressed in clean appropriate uniform or protective clothing and be aware of their responsibilities in the preparation and handling of foodstuffs.
7. The Caterer shall have no claim against the organiser for loss or damage to the Caterers' fixtures and fittings or equipment caused by any person.
8. The individual Trade Stand holder is responsibility for the safety of their designated area and people in or around these at all times.
9. No vehicles will be allowed back on to the site for break-down or re-stocking until at least 17.00.
10. All Trade Stands must be kept clear of litter throughout the event and rubbish must be removed from the site at the end of each day.
11. Signage or equipment must not encroach onto the pedestrian zone in front of each designated area and all branding must be inside individual's trade stand area.
12. Failure to comply with any regulation will lead to removal from the show.
13. Cancellation – 50% refund 90 days prior to show, 25% 45 days prior to show, 0% 39 days or less.
14. It is vendors responsibility to dispose of their trade waste, this cannot be put in public litter bins under any circumstances. There will be a charge if anyone is found using the public bins.
15. Vendors are strongly urged to use recyclable cutlery for the event.

All vendors must sign the contract below to indicate they have read and agree to the terms and conditions applying to the site offered to them as detailed herein.

Failure to comply with this legislation will result in removal from the event without recompense.



HUNSTANTON EVENTS COMMITTEE

Contract:

I confirm I am:-

- a) Registered /Not registered for VAT (delete as applicable) *Number:* _____
- b) Protected by a Public Liability Insurance for the sum of £3 Million *Policy Number:* _____
(PLEASE ENCLOSE A COPY OF YOUR POLICY WITH YOUR APPLICATION - deadline *Insurance Company:* _____
14th May 2022 *Expiry date:* _____

On behalf of _____ I agree to adhere to the terms and conditions provided by the Hunstanton Events Committee

I confirm that I have read and will comply with the rules, regulations and conditions.

Signed on behalf of the Vendor *Signature* _____
Full Name (Print) _____
Date _____

Signed on Behalf of Hunstanton Events Committee *Signature* _____

A copy of the signed contract will be returned to you for your records *Full Name (Print)* _____
Date _____

DEADLINE FOR COMPLETED APPLICATION FORM:
(Including required information and receipt of payment)

Saturday 14th May 2022