Wardown Museum ‘Christmas at Wardown’ 2014

Stall Booking Form

November 29TH 2014, 11am – 5:00pm

Wardown Park Museum, Old Bedford Road, Luton, LU2 7HA

Dear Stall Holder,

Thank you for booking a stall for Wardown Park Museum’s ‘Christmas at Wardown’. There are two types of pitch you can take for the day.

**Marquee Pitch:**

This will be £25 for a single pitch, inside our marquee for the day. The marquee has lighting inside and you will be provided with a standard sized trestle table and two chairs. You will need to pay by Bacs (Details of the account are attached with this form)

**Please note that we no longer accept cheques.**

Please book as soon as possible as spaces are limited. Our terms and conditions can be found on page 3. Food production and catering stalls selling goods for immediate consumption cannot be inside. You must apply for an outdoor pitch.

**Catering Pitch:**

We are limiting the amount of our catering pitches and these will be £50 each. We can discuss dimensions of plot and location on site.

Please book as soon as possible as spaces are limited. Our terms and conditions can be found on page 3.

**Payment:**

We require payment by BACS or Bank Transfer. Your stall will not be confirmed until we have received payment in full. If we have not received payment within a month of the receipt of this booking form your booking will be cancelled and the pitch space offered to others.

**Luton Culture Account details**

**Sort Code: 08-90-13**

**Account Number: 70803583**

**IBAN: GB33 CPBK 0890 1370 8035 83**

**Bank ID Code: CPBK GB22**

**Bank Name: The Co-operative**

**PLEASE NOTE:** You must supply your company name or invoice reference details when making the BACS payment in the following form:

***29NOV(insert company reference here)***

Please fill out the form on the following page and read the Terms and Conditions.

We look forward to having you at ‘Christmas at Wardown’

All the best

Ellen Waghorn | Community Champion Programming

P: 01582 546659 |M: 07903847656 | E: ellen.waghorn@lutonculture.com

Wardown Park Museum | Old Bedford Road | Luton | LU2 7HA

Please fill out this form and send it back to Ellen.waghorn@lutonculture.com or Ellen Waghorn, Wardown Park Museum, Old Bedford Road, Luton, Bedfordshire, LU2 7HA

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| --- | --- |
| Name of Trade, Group or Organisation |  |
| Names of persons responsible & staffing the stall on the day |  |
| **Address** |  |
| **Tel number** |  |
| **Email** |  |
| **In case of an emergency please contact:** |  |
| **Vehicle Model & Registration Number** |  |
| **Do you require a marquee pitch or catering pitch?** |  |
| **What will you be selling?** |  |
| **Do you have any special requirements? (please note we will try to accommodate any requirements but cannot guarantee)**  |  |
| **Do you have Public Liability Insurance cover? (£2,000,000 minimum required)** |  |
| **If you are applying for a catering pitch producing food on site or homemade food then you will need to provide the following:****If you have any questions or problems please contact Ellen Waghorn Ellen.waghorn@lutonculture.com** | **You will need to produce:** 1. Evidence of training (i.e. copies of certificates).  All concessionaires and their staff will be expected to have undertaken food hygiene training and to hold a basic food hygiene certificate from one of the recognised issuing bodies (or an acceptable equivalent).
2. A list of your proposed range of products – this is required to check your compliance with food hygiene regulations.
3. A copy of your Public Liability Insurance certificate
4. A risk assessment for the event – please identify any potential hazards and how you will minimise these risks.
5. Completed Food Safety Questionnaire – see page 3

**Please produce the following if applicable to you:**1. A copy of your Employers Liability Insurance certificate
2. A copy of your Product Liability Insurance certificate
3. Health & Safety at Work policy (if you employ more than five people)
4. Electrical testing certificates (if you are bringing any portable appliances)
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 I have enclosed a copy of my Public Liability Insurance Certificate valid on 29/11/14.

 (If Applicable) I have attached documentation needed for on site catering

 I have read and agree to the terms and conditions overleaf.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this completed form to: Ellen Waghorn by email or post (details at the top of the form)**

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**Terms and Conditions**

**General requirements of goods sold:**

* Goods sold should be produced locally and ideally handmade.
* Must be of good quality; second hand goods are not permitted to be sold.
* Food sold in packaged form should be clearly labelled with ingredients, name of manufacturer and a use by or best before date. Stallholders must comply with current Food Hygiene Regulations. Food sold must not be designed for immediate consumption.

**Marquee Stalls**

One stall consists of one table approx. 1.9m x 0.6m and two chairs. More than one stall may be purchased at an additional cost and subject to availability. Food and drink stalls (unless pre packaged) are not permitted inside marquee. Please see below for details on an outdoor pitch.

**Power:**  We are unable to provide power to your stall.

**Security and storage:** Goods are brought on site at the stallholder’s own risk. Luton Culture accepts no responsibility for loss or damage to any stall holders equipment, stock or persons.

**Arrival**: You will be asked to park your vehicle in the main car park, which is approximately 50 metres from the main building. You are advised to bring your own trolly to transport your goods from the car park to the marquee.

**Setting up times:** November 29th – 9:00am till 10:30am **All stalls must be set up by 10:30am**

**De-rigging times**: November 29th – 5pm till 6pm **All stall holders must be off site by 6:00pm**

**OUTSIDE CATERING PITCHES**

Our outdoor catering pitches are limited to only three to allow for maximum takings on the day.

If your stall is not catering but you wish to be outside please contact Ellen Waghorn on 01582 546659 or ellen.waghorn@lutonculture.com to discuss options.

**Power:**  We are unable to provide power to your stall.

**Security and storage:** Goods are brought on site at the stallholder’s own risk. Luton Culture accepts no responsibility for loss or damage to any stall holders equipment, stock or persons.

**Arrival**: You will be asked to park your vehicle in the main car park, which is approximately 50 metres from the main building. You are advised to bring your own trolly to transport your goods from the car park.

**Setting up times:** November 29th – 9:00am till 10:30am **All stalls must be set up by 10:30am**

**De-rigging times**: November 29th – 5pm till 6pm **All stall holders must be off site by 6:00pm**

**General**

* We will limit the number of stalls selling the same type of goods to increase your custom and to maintain a broad variety of stands. Please book early to avoid disappointment.
* The position of your stall will be decided by the event organiser. Please feel free to inform us of your preferences, however, we cannot guarantee that we will be able to accommodate these.
* Please be aware that there can be no movement of vehicles on the site during the hours of 11am – 5pm. Please see the setting up and de-rigging times above.
* Movement of large furniture or heavy goods is not to be undertaken during public opening hours. Small items may be moved with the public present but great care must be taken.
* Cables must be covered or out of reach for the public.
* Stalls should be loaded sensibly so that no item overhangs the tabletop. Items stored under the table should not protrude to form a trip hazard. Display screens need to be secured. Items on display need to be supervised at all times to prevent inappropriate use by visitors or risk of injury.
* Stallholders must ensure that there will be at least one person supervising each stall throughout this event to ensure the safety of visitors.
* Luton Culture accepts no responsibility for damage or loss by participating stallholders. Stallholders are responsible for the security of their own staff, stall and personal belongings and are liable for all claims arising out of the exhibition, handling and housing of such exhibits and the conduct of the stand generally. Luton Culture will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on site. The stallholder will assume full responsibility for any third party claims arising from the exhibit.
* Refunds will only be given if the event is cancelled. Luton Culture reserves the right to cancel the event up to 24 hours prior to the event.
* In the event of a stallholder wishing to cancel a booking no refund will be given.