

BELPER FOOD FESTIVAL 17TH July 2011 STALLHOLDER APPLICATION

Business Name:	
Contact Name:	
Tel. No:	
Email:	
Address:	

Please give full details of **TYPE OF PRODUCE/WARES** you wish to sell (include such things as: whether you are an organic food producer, origin, growing/raising methods, packaging etc. and enclose any literature you might have).

.....

TO RESERVE A STALL PLEASE COMPLETE THE FORM AND RETURN TO BELPER TOWN COUNCIL ALONG WITH THE RELEVANT FEE AND PAPERWORK.

	YES	NO	Enclosed	Not Applicable
£30 per stall				
Basic Food Hygiene Certificate				
Public Liability Insurance				
Gas Test Certificate				
PAT Certificate				
Hand Washing Facilities				
Refrigeration Facilities				
Require electric				
Fire Risk Assessment a) Traders & Market Stalls b) Food Concessions				
Special Requirements Details on a separate sheet please.				

Please sign to confirm the details you have supplied are correct and agree to comply with all Environmental Health and Trading Standards requirements to whom your details will be passed.

Signed: Date:

**Please return the form to: The Town Clerk, Belper Town Council,
St John's Chapel, The Butts, Belper, Derbyshire DE56 1HX**

Please make cheques payable to: Belper Town Council

BELPER FOOD FESTIVAL 17TH July 2011

STALLHOLDER APPLICATION

1. Stalls must be manned by a competent person at all times.
2. All stallholders must comply with current Trading Standards and Environmental Health requirements. Any stallholder displaying unwrapped produce and/or providing food samples must possess a flask of hot water, bowl, soap and a towel for hand cleansing purposes. All produce should be clearly labelled with the producer's name and address along with written information about the produce.
3. All vehicles can be unloaded in the town centre but must be moved into the car park reserved for traders.
4. The allocation of stalls is solely the responsibility of the event organiser. Stallholders must accept the location of the stall allocated to them and no encroachment of position will be allowed. Stalls must be set up by 9.30 am in time for the event to open at 10.00 am.
5. Stallholders should maintain their stall spaces in a clean and sanitary condition and remove all boxes, packaging and debris throughout the day and take all rubbish home with them at the end of the event. Stallholders shall ensure that at all times the goods are displayed in such a manner as to allow the unobstructed movement of the public.
6. No cancellations - Stall fees are not refundable.
7. There is a No Smoking regulation for those selling foodstuffs.
8. No person other than authorised representatives of the Council shall interfere with or alter the electric wiring of stalls and no unauthorised appliance shall be connected into the Council's electricity supply.
9. If you are selling alcohol it is your responsibility and you must apply for a TENS license.
10. Stallholders must possess current public, employee and product liability insurance with cover of at least £1 million.