



Application to Trade at the Summer Sundae Weekender Festival 2007

Please complete and return to : **Jeremy Arndell Summer Sundae Traders Applications, 3 George Street, Bath, BA1 2EH**

Applications must be received by **April 7th 2007**. Any arriving after that date will not be considered.

Successful applicants will be notified by April 30th 2007

Pitch fees will be calculated on the information you give below.

Please do not apply to sell alcoholic products.

Thank you for applying to trade at the Summer Sundae Weekender 2007. 2006 was our sixth year and the festival was our best yet! A big part of the excellent feedback we received was about the beer, food and market stalls that helped create the great atmosphere. We're looking for more of the same for '07, more great quality, more originality and more vibrant colourful stalls.

For 2007 we're making the market place or "village" bigger. We're also going to open it from Thursday 9th August to campers arriving early (there were lots last year), and there will be some entertainment for them on Thursday too. So there's an extra $\frac{3}{4}$ of a days trading.

TERMS & CONDITIONS

Please make sure you read and understand these. By sending in an application form, you are agreeing to abide by these terms & conditions.

1.0 Definition

- 1.01 In these terms and conditions the terms you or yours refers to the person or organisation that is applying for a pitch to trade from;
- 1.02 The Summer Sundae Weekender is hosted by Leicester City council. The Terms “Summer Sundae Weekender” and “Leicester City Council” are interchangeable within the context of this document.

2.0 Application

- 2.01 A signed copy of your completed application form, a copy of your insurance certificate, your completed health and safety tick list and fire risk assessment (food stalls only), a sample tariff, PAT certification (if necessary), Corgi certification (if necessary), and details of your registration with your local authority (food stalls only) must be received before and application can be accepted.

3.0 Payment

- 3.01 You will be notified by April 30th of the success of your application and the fee you will need to pay.
- 3.02 A deposit of 25% will be required by May 31st 2007 (cheques payable to Leicester City Council).
- 3.03 The balance of the total fee must be paid by 30th June 2007.

4.0 Insurance

- 4.01 You are obliged to take out insurance to cover any hazard or loss, which may occur at the festival as a result of your attendance, which will include public liability insurance for no less than £1,000,000 or an amount that you feel commensurate with the risk; A copy of your insurance certificate must be sent with your application, no applications will be accepted without insurance details;

5.0 Losses

- 5.01 You acknowledge that The Summer Sundae Weekender or any of their designated employees are not responsible or hold any liability for any financial losses incurred by you, or for any loss or damage of your equipment goods or personal belongings, or personal injury of employees working for or connected to you;

6.0 On Site

- 6.01 The Summer Sundae Weekender and their designated employees are solely responsible for the allocation of pitch sites;
- 6.02 You may not sub-contract your stall or any part of your stall;
- 6.03 Access to the site is from 9am on Wednesday 8th August.

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- 6.04 The number of passes available for your crew will be agreed in advance and shown on your confirmation sheet; Any extra passes will have to be bought at the full price of a standard ticket, this price is still to be confirmed;
- 6.05 You must be set up to trade by 12pm Thursday 9th August; This is so your premises are ready and available for inspection by the appointed employees of The Summer Sundae Weekender and the appointed offices of the local authority and fire and police services. And then ready for the public from 2pm.
- 6.06 Hours of trading are from 2pm until 12am on Thursday 9th August; From 9am until 12pm on Friday 10th August; From 9am until 12am on Saturday 11th August and 9am until 12am on Sunday 12th August
- 6.07 The Summer Sundae Weekender will ensure that security personnel will be monitoring the stalls area from 12pm on Thursday 9th August until 1am on Monday 13th August. The Summer Sundae Weekender will ensure that you are placed within a fenced compound.
- 6.08 The number of vehicles you are allowed on site, will be agreed in advance and shown on your confirmation sheet; Please ensure that you have booked a large enough pitch to accommodate them; Once your vehicle has been placed on your pitch it may not be removed until the Morning of Monday 13th August. Any other vehicles must be parked in the designated Car Park and not allowed on site.
- 6.09 The size of your pitch will be agreed in advance and shown on your confirmation sheet; Pitch size is one of the items, which determines your fee, an extra charge will be made if your stall is too large for the pitch booked;
- 6.10 Vehicle movement on site is forbidden between 1pm on Thursday 9th and 1.59am Monday 13th August.
- 6.11 All deliveries to your stall must take place before 10am on Thursday 9th August. Any further deliveries must be on foot or cleared with the designated member of Summer Sundae Weekender staff. Vehicles moving across the site must not exceed 5 mph and hazard lights must be on; In an instance of adverse weather conditions, a ban on all vehicle movement across the site may be imposed;
- 6.12 No amplified music or PA systems are allowed without written permission from The Summer Sundae Weekender or their designated employees; Noise levels must at all times comply with the site licence, The Summer Sundae Weekender or their designated employees reserve the right to confiscate your equipment should it prove necessary for the duration of the festival, at your risk and expense;
- 6.13 No animals or pets are allowed on site, any animals brought on to the site will be removed at your own expense; Failure to do this will result with your expulsion from site, with The Summer Sundae Weekender entitled to retain your full pitch fee;
- 6.14 You are obliged to keep the area 10m in front of your stall tidy and free of rubbish; Any waste and rubbish you generate must be placed in the skips provided at the rear of De Montfort Hall. Any stall holder who leaves their pitch untidy will be excluded from future festivals. A rubbish deposit will be charged to all food traders, this will be returned upon completion of a satisfactory site inspection on Monday 13th August. Deposits will be refunded by cheque.
- 6.15 Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to The Summer Sundae Weekender; You shall pay for any damage, including accidental damage caused;
- 6.16 You shall ensure that your designated pitch has been left tidy and in good order and that a designated employee of The Summer Sundae Weekender has deemed it so; Any cost for cleansing your site will be charged to you;

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- 6.17 You are not permitted to make any recordings or broadcast of the event; All images and sound recordings remain the property of The Summer Sundae Weekender;

7.0 Fire / Gas / Electricity / Water

- 7.01 You must supply a completed fire risk assessment (see section four) on application; no applications will be accepted without a completed fire risk assessment (food stalls only);
- 7.02 Only one spare bottle of Liquefied Petroleum Gas (LPG) may be kept at your stall at any time; Any other bottles you wish to store, must be marked as your own and placed in The Summer Sundae Weekenders own secure LPG store; Access to this store will be through a designated representative of The Summer Sundae Weekender;
- 7.03 All gas appliances must comply with the relevant regulations and must be fitted by a registered Corgi engineer; All Corgi certification must be sent to The Summer Sundae Weekender with your application, no applications will be accepted without insurance details;
- 7.04 All stalls must supply a 5kg dry powder/water fire extinguisher; food stalls must supply a fire blanket;
- 7.05 Your site fee will include electricity.
- 7.06 You must detail your electricity requirements on your application form;
- 7.07 All electrical equipment used within your stall must have portable appliance testing (PAT) certification from a qualified electrical engineer; Copies of certification must be sent with your application, no applications will be accepted without PAT details;
- 7.08 You will be placed near to a suitable water supply; (food stalls only)
- 7.09 All wastewater must be disposed of appropriately. Please speak to the designated Summer Sundae Weekender staff member upon arrival. The digging of sumps and soak-aways is prohibited;

8.0 Prohibited Items

- 8.01 You are obliged to supply a sample tariff of products (including prices), which will be offered at the festival; You shall use the allocated pitch for the purposes listed on this tariff only; This tariff must be sent with your application, no applications will be accepted without tariff details;
- 8.02 You are obliged not to supply for a purchase or gift, alcohol in any form whatsoever e.g brandy-coffees, herbal highs, tobacco products, tin foil barbecues, kites, or any form of flammable equipment;
- 8.03 There are no plastic disposables allowed on site; you are obliged to use paper plates and cups, and wooden cutlery only;

9.0 Health and Safety

- 9.01 You must supply details of your registration with your local authority on application, no applications will be accepted without registration details (food stalls);
- 9.02 You must supply a completed health and safety tick-list (see section four)(food stalls only);

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- 9.03 Ensure that all working practices comply with the regulations outlined in the Management of Health and Safety at Work Regulations 1999;
- 9.04 Ensure that all working practices comply with the regulations outlined in the Manual Handling Operations Regulations 1992;
- 9.05 Ensure that all working practices comply with the regulations outlined in the Personal Protective Equipment at Work Regulations 1992;
- 9.06 Ensure that all working practices comply with the regulations outlined in the Provision and Use of Work Equipment Regulations 1992;
- 9.07 Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995;
- 9.08 Ensure that all working practices comply with the Food Safety (Temperature Control) Regulations 1995;
- 9.09 Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1992, The Health and Safety at Work Act 1974, Highly Flammable and Liquefied Petroleum Gases Regulations 1972;

10.0 Non-compliance

- 10.01 The Summer Sundae Weekender and their designated employees reserve the right to remove you from the festival site, if you do not comply with the obligations as outlined within this document;
- 10.02 You may not be permitted to operate your stall or outlet if you do not satisfy the licensing requirements of the Local Authority; The Summer Sundae Weekender and their employees cannot accept any responsibility or liability if this situation occurs;
- 10.03 You agree to abide by the above clauses of 1.0 – 10.03 and indemnify The Summer Sundae Weekender and their designated employees against any claim, loss or liability arising from a breach of the above clauses/ regulations;

APPLICATION FORM

Please complete each section



Section One: You

Your Name:

Your Company/stall name:

Address:

Contact Number:

Fax Number:

Mobile Number:

Email:

Website:

Section Two: Your Stall

Is your stall a trailer or a marquee/tent/gazebo?

How much space do you require? (in metres please)

Please be accurate here – we have a compact site and don't have the space for mistakes!

FRONTAGE:

DEPTH:

SPACE BEHIND:

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Please tell us what you'd like to sell and describe your stall. Please be as detailed as possible. Include **photos** if possible. If you want to sell food or drinks, include a **menu**.

CREW (total number of weekend passes for yourself & staff):

VEHICLES BEHIND STALL (cannot be moved):

VEHICLES NEEDING PASS OUT:

ELECTRICITY REQUIREMENTS (in multiples of 16amps):

AMPLIFIED MUSIC (Music type, output):

SECTION THREE: CERTIFICATION

Please provide the following to ensure your application is accepted.

	Check	Not Applicable
Insurance Certificate- Public liability insurance of £1,000,000 or appropriate amount		
PAT Certificate All electrical appliances should be tested and certified		
CORGI Certificate Required for all gas appliances		
LOCAL AUTHORITY REGISTRATION (Food traders only)		

SECTION FOUR: HEALTH & SAFETY FIRE RISK ASSESMENT

Food Traders only

Please provide a health & safety and fire risk assessment for your food outlet.

Declaration

I / we understand our obligations and regulations as laid out in the Terms & Conditions and hereby undertake to abide by them, and the instructions of The Summer Sundae Weekender.

Signed	
Print Name	
Date	

Please complete and return this application form to:

**JEREMY ARNDELL
SUMMER SUNDAE WEEKENDER
Traders Applications
3 George Street
Bath
BA1 2EH**

Any queries please contact Jeremy on Jeremy@juicekitchen.co.uk