

GLENFIELD PARISH COUNCIL
CHRISTMAS FAYRE 27TH NOVEMBER 2020
APPLICATION FORM FOR STALL

Your application will not be processed unless the application form is completed and all the requested documentation is included

Please return the completed form to Sue Pugh, Admin Officer, Glenfield Parish Council, Park House, Stamford Street, Glenfield, Leicester, LE3 8DL or admin@glenfieldparishcouncil.org.uk, Applications close **1 September 2020**.

PERSONAL AND ORGANISATIONAL INFORMATION

Organisation Name	
Contact Name	
Business Address	
Telephone Number	
Email	

COMMODITY – NB. CRAFT / GIFT STALLS ONLY – NO GAMING STALLS IE TOMBOLAS ETC WILL BE CONSIDERED

Description of goods/services for sale	
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STALL DETAILS (PLEASE NOTE WE DO NOT SUPPLY STALLS FOR HIRE)

A pitch measures 3m x 3m (9.8 feet) – LIMITED TO 1 PITCH PER ORGANISATION ONLY			
Stall holders must bring their own tables – a limited number of tables (1 per stall) will be available on a first received application basis and will be identified on the stall holder's entry ticket		5 foot table	
		4 foot table	
What type of stall will you be bringing?	Gazebo	Steel framed	NB – all stalls MUST BE COVERED

LICENCES AND CERTIFICATES

Please indicate what licences and certificates your organisation has and enclose copies

Licences/Certificates	Tick as appropriate	Expiry date
Public Liability Insurance (minimum £5 million)		
Food hygiene training certificate (if you produce or make any food)		
Current food hygiene rating (if you produce or make any food) Minimum food hygiene rating of 3 required		

HOW DID YOU HEAR ABOUT GLENFIELD PARISH COUNCIL'S CHRISTMAS FAYRE?

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DECLARATION

I hereby declare that:	Please tick
I am applying for a licence to trade at The Christmas Fayre and understand that a licence agreement (contract) will only be created once written acceptance (which may be by email) has been received from the Council, but not before	
The information above is correct to the best of my knowledge and belief. I accept that I am responsible for ensuring that Glenfield Parish Council is made aware of changes to the above	
I have read and agree to abide by the Fayre rules and regulations which form part of this contract	
I understand that I may not trade until permission has been issued	
I agree to only sell goods which have been specified in this application form	
I confirm that I have a right to work in the UK and that Glenfield Parish Council may make such reasonable enquiries as it sees fit to confirm my right to work status	
I consent to Glenfield Parish Council using my organisation's name, details of the traded goods, organisation website or social media when advertising the Fayre	

Please note: The General Data Protection regulations, which came into force in May 2018, have strengthened the protection given to individuals' personal data under the Data Protection Act 2018. Glenfield Parish Council will only use your data for the purposes of processing your application. Your information will not be sold or shared commercially. Your information may also be shared with other agencies or authorities for the purposes of the prevention and detection of fraud, where an appropriate request has been made under the Data Protection Act.

Currently the Parish Council may hold your e-mail address, street address and telephone number and other information you may have supplied in connection with your application. Your details may be held for up to eight years but we reserve the right to destroy them earlier should we consider this appropriate or immediately upon specific request. We do not process data outside the EU, but please note that this data may reside or pass outside the EU in the course of transmission (e.g. via email). You can find out more about how we use your data from our "Privacy Policy" which is available from our website or from the Parish Council Office.

Licensee signature:	Date:
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CHRISTMAS FAYRE 2020 RULES AND REGULATIONS

Nothing in the regulations below shall be construed as placing an obligation on the Council to provide the Christmas Fayre on **27th November 2020**, but it is agreed that the Council will endeavour to provide the Fayre except where prevented from doing so by circumstances beyond its control such as adverse weather making the holding of the Fayre unsafe for the licensees or the public. In order to meet this obligation, the Council may, at its absolute discretion, restrict, re-site or alter the layout of the Fayre. The rules and regulations will be enforced by the Parish Manager and/or Grounds Manager or another representative of Glenfield Parish Council ("the Council").

LICENCES

- All licensees must hold a valid and current Licence Agreement before commencing trade and at all times while trading. This document (such as an entry ticket) will be issued electronically to the email address (as specified on the application form) shortly before the event.
- The Licence is personal to the licensee and may not be transferred, resold or sub-let.
- Without a licence agreement, trading will be prohibited. The stall must be operated at all times by the licensee, a member of the licensee's immediate family, or an individual employed directly by the licensee.
- Licensees must only sell goods which have been specified in their application unless otherwise agreed in writing by the Parish Manager.
- No licensee will be given the exclusive right to sell any item, type of item, or range of items and the Council may accept product lines that compete with existing licensees. The Council does, however, reserve the right to decline any application if it considers that any particular trade or line will be overrepresented at the Fayre
- The sale of live animals, fireworks, offensive weapons, pornographic material, unsafe goods, illegal or counterfeit goods is prohibited.
- All licensees selling alcohol (off sales or on sales) are required to apply for a TEN (Temporary Event Notice) from Blaby District Council for the date of the Christmas Fayre. Upon acceptance of a Christmas Fayre pitch application to sell alcohol, the Parish Council will issue the licensee with a pitch reference in order to complete the TEN application form.

- The pitch fee is NIL, however the Council requests that consideration be given by the Licensee to make a suitable donation to the nominated Charity for that year's Fayre.

PITCHES AND COMMODITIES

- Fayre pitches will be allocated by the Grounds Manager as they consider best for the Fayre. Licensees are not permitted to set up without prior consent. If works are taking place in an allocated pitch or the allocated pitch is for some other reason not available, an alternative pitch will be made available anywhere at the Fayre.
- Licensees are responsible for providing, erecting and dismantling their own stalls.
- A pitch will be 3m x 3m. There may be pitches allocated that are smaller than specified.
- Stallholders must trade from within the boundary of the pitch.
- Pitches must be sited so that a passage way for pedestrians not less than 1.4m is preserved
- Licensees do not acquire any enduring right to retain a specific pitch.
- The use of amplified sound is prohibited

TRADING HOURS, LOADING AND UNLOADING

- Trading hours: 6.30 pm – 9.00 pm.
- Vehicles will be allowed in the Fayre area whilst unloading and loading. This should be done as quickly as possible. Licensees are only permitted to bring one vehicle per organisation to the Fayre area. Vehicles must not be left unattended at any time whilst unloading and loading and must be positioned so as to cause minimum disruption to others.
- Licensees will be advised in advance of the entry times associated with the event unless specified in writing by a member of the Council. Should the licensee not arrive at the specified time, they may be refused entry. All licensees must be set up and ready to trade by 6.30 pm on the day. Pitches not occupied by 6.15 pm may be allocated, by the Council or its nominated representative at that time, to another licensee in attendance. The decision of the Grounds Manager on such matters will be final. **Unloading vehicles must be removed by 6.00 pm. Loading vehicles must be removed by 9.30 pm or otherwise at the Grounds Manager's discretion.**
- No licensee may begin to clear their stall during the stated trading hours.

PRESENTATION

It is the intention of Glenfield Parish Council to ensure that the Fayre is well presented and adequately stocked to be attractive to potential customers and licensees. A high standard is required of all licensees' presentations and merchandising and in pursuit of this the Council have set quality standards for all licensees to abide by. These should be regarded as a minimum. Guidance on how to achieve this level will be given by the Parish Manager.

The Minimum Quality standards-

- Traders may only trade from gazebos or metal framed stalls
- During trading hours, stalls and pitches must be presentable and in keeping with the Fayre
- Stalls, fixtures and fittings (display stands, tables, etc) must be of a good quality and professional appearance, and meet Health and Safety requirements
- Gazebos must cover all of the fixtures and fittings and should be clean and in good repair.
- Metal-framed stalls: Tarpaulins must be clean and attached to the stall in a neat and symmetrical manner at all times (other than when adverse conditions make it unsafe to do so).
- Metal clips and weights (where used) must be put on the inside of the stall as this looks neater (and also helps avoid any potential Health and Safety issues).
- Fixtures and fittings must be clean and in good repair.
- Licensees are strongly encouraged to have a skirt around the bottom of the stall to hide any unsightly fixtures and fittings or stock such as cardboard or plastic boxes. Skirts and all other covers used on the stall should be clean and in good repair.

PARKING

- No vehicle belonging to a licensee or their staff may be parked in the Fayre area.
- The Council will not, in any circumstance, be responsible for any penalty charges or fines incurred by any licensee.
- Licensees will be notified prior to the event where to park their vehicles.

LITTER AND WASTE

- Throughout the event licensees must ensure the area surrounding their stall is cleaned and clear of all refuse
- Licensees must ensure that all pitches and immediately surrounding areas are cleared of all refuse generated by their organisation at the close of business.
- Licensees must remove trade waste from their stall
- The Council will **not** provide refuse disposal facilities on the day of the Fayre; all waste must be disposed of in the appropriate manner at another location
- Waste must **not** be left within the areas of the Christmas Fayre
- Licensees must **not** under any circumstance put their trade waste in public litter bins.
- Licensees providing containers for food or drink consumption must also provide disposal facilities.
- If a licensee does not dispose of and/or remove trade waste from the area of the Fayre the Council may remove the waste and charge the licensee the reasonable cost of removal and disposal.

BEHAVIOUR

- Licensees are expected to present a positive image at the Fayre and to treat customers, fellow licensees and others with courtesy at all times.
- Licensees are required to conduct themselves in a manner that does not bring any adverse publicity to the Fayre, fellow licensees or Glenfield Parish Council.
- A licensee shall not, to the annoyance of any other person, ring any bell or blow any horn or use any other noisy instrument or loudspeaker to attract the attention or custom of any person to any sale or to any goods intended for sale.
- Responsibility for adherence to the rules and for the behaviour of any person employed or manning a stall still remains with the person to whom the licence was allocated. Failure to behave in accordance with these rules may lead to permanent termination of a licence.

GENERATORS

- Generators must be located within the licensee's allocated pitch so as not to be accessible to members of the public or other unauthorised persons. All cables must be routed away from pedestrian traffic routes in order to avoid tripping hazards and must be protected from mechanical damage.
- No re-fuelling or storage of fuel is allowed on site.
- Where the Grounds Manager considers that a generator is too noisy, they will require that the generator be switched off immediately.

PROCEDURE FOR DEALING WITH COMPLAINTS

- Complaints by licensees in respect of any matters affecting the Fayre must be brought to the attention of the Parish Manager promptly. They will carry out investigation, relevant action and notification to the complainant of the result. Licensees must comply with any request from the Parish Manager to provide written notification of a complaint.
- If a complainant is not satisfied with the action taken by the Parish Manager on any complaint then the matter may be referred in writing to the Chair of Glenfield Parish Council in accordance with the Council's complaints procedure. This procedure is available upon request or is available on Glenfield Parish Council's website

HEALTH AND SAFETY REQUIREMENTS

Glenfield Parish Council is committed to delivering, improving and developing a safe Fayre for licensees and customers. In order to ensure this, Glenfield Parish Council requires licensees to comply with the following requirements:

- Licensees are responsible for ensuring that their stall is properly constructed and assembled and that no modifications are made which constitute a safety hazard.
- Licensees must co-operate with the Grounds Manager with regard to risk assessments of the Fayre both as a whole and of individual stalls.
- Licensees must immediately comply with any reasonable instruction given by the Grounds Manager or other Council employee in the interests of Health and Safety
- Licensees are required to ensure that their stalls are positioned so as not to obstruct the highway in a way which impedes pedestrian or vehicular movement around the Fayre, presents a safety hazard or which may be detrimental to the efficient operation of the Fayre.
- The decision of the Grounds Manager is final on the interpretation of this section.

LIABILITY AND INSURANCE

- Proof of public liability cover (minimum five million pounds) – must be provided by the licensee where applicable. Licensees not displaying evidence of public liability insurance or providing evidence of their insurance (where applicable) as required may not be permitted to trade until this has been rectified.
- Licensees must notify the Parish Manager of any changes in insurance and provide copies on request and on renewal.
- A Licensee shall indemnify the Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the licensee's use of any stall, pitch, vehicle or stand etc. on the Fayre.
- A licensee shall have no claim for compensation for any loss whatsoever on the termination or suspension or where a pitch is not available or made available to the licensee for whatever reason, nor for loss or damage to stock, to stalls or to any other items brought onto the Fayre by the licensee.
- The Council will not be responsible for personal injury or death unless the personal injury or death has been caused by the negligence of the Council, its officers or agents.

EQUAL OPPORTUNITIES POLICY

Glenfield Parish Council is committed to equal opportunities where it applies to both the running of, and the trading on, the Fayre. This means that no one will be treated less favourably or suffer any detriment on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age or disability. Glenfield Parish Council is also committed to anti-discriminatory practices with regard to the service received by our customers, clients or contractors on the same grounds as above. This means that:

- No licensee may abuse or refuse service to any customer on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age or disability.