1. Name of Business/Organisation/Charity: Contact Full Name (essential):

 
Address: (essential, this is where your joining information will be sent)

Mobile Phone Number (essential for contact on the day): Email address:

 

I have attended an FDC event before Y [ ]  N [ ]  I prefer email correspondence: Y [ ]  N [ ]

1. In the capacity of:

|  |  |  |
| --- | --- | --- |
|  | ☑ | Please state lines offered / what you will be providing (essential): |
| Commercial Stallholder | [ ]  |  |
| Charity / Community group | [ ]  |  |
| Entertainment provider | [ ]  |  |

1. I wish to attend the following event: please note: Bookings will be accepted **no later than 4 weeks prior to the event**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **March St George’s Fayre** | ☑ | 3m Space | Quantity | Pre-erected 2.4m stall | Quantity | Community non fundraising 3m Space | Quantity | Total £ |
| Sunday 24th April | [ ]  | £25 |  | £40 |  | £0 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Chatteris Festival** | ☑ | 3m Space | Quantity | Pre-erected 2.4m stall | Quantity | Community non fundraising 3m Space | Quantity | Total £ |
| Saturday 25th June | [ ]  | £20 |  | NA |  | £0 |  |  |
| Sunday 26th June | [ ]  | £20 |  | NA |  | £0 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Whittlesey Festival****Will return in 2023** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **March Christmas Market** | ☑ | 3m Space | Quantity | Pre-erected 2.4m stall | Quantity | Community non fundraising 3m Space | Quantity | Total £ |
| Sunday 4th December | [ ]  | £25 |  | £40 |  | £0 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Wisbech Christmas Fayre** | ☑ | 3m Space | Quantity | Pre-erected 2.4m stall | Quantity | Community non fundraising 3m Space | Quantity | Total £ |
| Sunday 11th December | [ ]  | £20 |  | £35 |  | £0 |  |  |
|  |  |  |  |  |  |  |  |  |
| **OVERALL TOTAL** |  |  |  |  |  |  |  |  |

1. Requirements:

|  |  |
| --- | --- |
| I have valid public liability insurance appropriate to the nature of my activities. **(Please provide a copy)** | Y [ ]  N [ ]   Insurance expiry date  |
| Type of stall (if not hiring a pre-erected stall)Please note: No vehicles will be permitted to remain onsite during the event except vehicles forming part of the stall e.g., catering units; or where the driver has a blue badge) | [ ]  Gazebo [ ]  Trailer/Unit with driver side hatch/awning [ ]  Trailer /Unit with passenger side hatch/awning |
| I have a trailer or large equipment which requires:meters of space including tow bars and canopies  |  Height  Width  Depth |
| I have a: |  [ ]  Canopy [ ]  Tow bar [ ] Other  |
| I will be using a silent generator(s)[[1]](#footnote-1)Please note using propane/butane gas or exposed batteries is prohibited. Generators should be diesel and be included in your risk assessment. | Y [ ]  N [ ]  |
| I will be arriving in the following vehicle type: | Car/van [ ]  Motorbike [ ]  Transit Van [ ]  7.5 Ton lorry [ ]  Artic Lorry [ ]   |
| Special location requests (We accommodate where possible, but this is not guaranteed) |  |
| I intend to stay/leave equipment unattended overnight **(Chatteris only).**  Please provide names of all campers and vehicle registration details. |  |

I have read all of the information contained within this Event Booking Form and confirm that the information I have provided is correct to the best of my knowledge. I agree to the terms set out by the organizers and that failure to comply with these terms or operate safely may result in prohibition from the event.

1. SIGN OR PRINT NAME : DATE:

 

Your information will be retained in accordance with the Council’s data protection policy for the purposes of processing your booking requests and providing necessary joining instructions. In addition, please state whether you consent to Fenland District Council retaining your contact information in order to:

* Contact you regarding booking for next year’s events Y [ ]  N[ ]
* Include your organisation or business in event promotional material and online incl. photos Y [ ]  N[ ]
* Share your information with the event organising committee for the purposes of planning Y [ ]  N[ ]
* Contacting you regarding advertising in the promotional brochure Y [ ]  N[ ]

You will receive confirmation that we have received your booking within 2 weeks. Should we require further information we will contact you. Information regarding all Council led events will be available at [www.fenland.gov.uk/events](http://www.fenland.gov.uk/events) **You will receive full joining instructions after the closing date and 10 days prior to the event.** If you have a query in relation to completing this form, please do not hesitate to call 01354 654321 or email: marketsandevents@fenland.gov.uk. Please note: Should you no longer wish to attend an event you must inform the council 10 working days prior to the event date. Booking fees will not be refunded to stall holders who do not give at least 10 days’ notice or fail to turn up on the day. Failure to inform the council at least 10 working days before the event may result in a £50 cancellation fee.

1. **Checklist: Your booking will only be confirmed upon receipt[[2]](#footnote-2) of the following. Not providing all the required information by the event closing date will result in you not being able to attend the event. We will require the below to secure your booking. Please tick** ☑ **those that you have provided:**

|  |  |  |
| --- | --- | --- |
| or | I enclose a chequefor £ payable to Fenland District Council *(please write name & event(s) on the reverse)* | [ ]  |
| I have paid by BACS to: Fenland District Council, Sort Code: 209759, Account No: 20365920Please use the payment references as follows: M. St George, C. Festival, W. Festival, M. Christmas, W. Christmas, Please provide the Account Name from which you have made payment and date of BACS payment:Account Holder Name  Date of Payment  | [ ]  |
| I have already paid over the phone via the contact centre on 01354 654321. My receipt reference is:  | [ ]  |
| I enclose a quotation for £  for the cost of services I will provide | [ ]  |
| All | I enclose or have already recently provided a copy of my **valid £5m public liability insurance** or valid NMTF membership. (£10m PLI may be required for some fun fair and inflatable equipment.) | [ ]  |
| I sell or offer food and have thus provided the event **food safety questionnaire** in part 3 and any required documentation. | [ ]  |
| All of my electrical equipment meets the British health and safety standard and will have a **valid PAT test** on the date of the event. | [ ]  |
| I enclose or have already recently provided my **risk assessment** for the activities that I will be undertaking. | [ ]  |
| I enclose or have already recently provided my **fire questionnaire or fire risk assessment** for the activities that I will be undertaking. | [ ]  |
| I intend to provide gambling. | [ ]  |
| I will be using **inflatable or mechanical equipment** I enclose evidence that it has been certified as fit for use by a competent body e.g., PIPA inflatable play inspection, and meets British Safety Standards. | [ ]  |
| **I will be using equipment suitable for outdoor use that will be safely anchored and secured, and meets the British Standards for being fire retardant. \**Please note this includes all own stall equipment.***  | [ ]  |
| I intend to sell or provide alcohol **other than in a raffle or tombola** and agree to abide by the mandatory license conditions listed in Part 2. | [ ]  |
| I intend to sell tickets for a raffle or tombola **door – to – door** [ ]  **in advance of the event date** | [ ]  |

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| **PART 2: IMPORTANT TERMS FOR TRADERS ATTENDING FOUR SEASONS EVENTS (please read and keep)** |

 **If you have any specific needs or requirements, you MUST advise us at the time of booking, and we will try our best to meet your request. In addition to the current ‘Code of Conduct’ operated by Fenland District Council (copy available on request), the following rules apply to FDC events. By making the booking you agree to comply with these rules and any other condition that FDC may see fit.**

1. All food traders must be aware of and comply with all UK food regulations. Environmental Health Officers may visit the stall during the day to ensure compliance with Food Safety requirements. The Food Hygiene Rating Scheme level achieved must be 3 or above and clearly displayed.
2. All traders must be aware of, and comply with, all U.K. Consumer Protection Regulations. Fenland District Council supports the National Shoppers Charter, and all sales must be made under these terms.
3. No Licensable activity is allowed without prior permission from FDC. (These activities include the selling of Alcohol or holding some types of Lottery or Tombola).
4. Stallholders are not permitted to sell or provide live animals to the public.
5. Traders are not permitted to arrive before or after the road closure is in place and must leave the site no later than 2 hours after the event close.
6. All traders must provide evidence of Public Liability Insurance upon request.
7. Equipment must be suitable for outdoor use, safely anchored and secured, and meet the British Standards for being fire retardant.
8. Equipment must be safe and operated according to the manufacturer’s instructions by a competent and if applicable qualified person.
9. Equipment must conform to British Safety Standards.
10. Traders using FDC electricity (32/16-amp Blue fitting) must comply with any instructions regarding suitability, usage or supply of equipment. Only a very limited supply is available. All electrical equipment must have a valid PAT test on the date of the event.
11. No site generators using propane/butane gas or exposed battery supplies will be allowed.
12. No uncovered trailing cables will be allowed in areas where the public have access.
13. During the erection/dismantling of stalls traders must ensure the safety of the public.
14. Conflict with other traders is not permitted.
15. Traders must be flexible during arrival and departure times to allow access to neighbouring stallholders. Any disputes will be resolved by the site manager, whose decision must be complied with immediately.
16. All traders must comply with a 5 m.p.h. speed limit whilst within the event area. When parked ignition keys must be removed from vehicle.
17. Pedestrian aisles or vehicle access routes within the event area or to any residential or business premises outside must not be obstructed by traders.
18. Traders must not obstruct access for emergency vehicles.
19. All waste material produced during the day must be kept within the confines of your stall and taken home with you. Please report any debris or spillages in the aisles etc. so that the area can be cleansed to prevent accident or injury.
	1. Any materials held on or around your stall must not be of a type to create additional Health and Safety problems. No bottled gas, fireworks, solvents, toy weapons etc. may be kept on any stall.
	2. Any trader selling goods that may contain substances that are hazardous to health (the range is very wide, including everyday items such as glue or paint), must provide a data sheet and where appropriate a COSHH assessment.
20. All goods offered for sale must be genuine products and not subject to challenge by Trading Standards Officers. Where applicable the goods should carry the “CE” mark or label. Unsafe toys or accessories, or “cloned” (fake) goods are not allowed. Infringements will be reported to Trading Standards or other agencies as is appropriate.
21. Always be polite and courteous to members of the public and other town centre residents or business people. Try not to provoke a situation where there could be conflict. In the event of any potentially serious situation occurring contact the site manager, a steward, or the Police.
22. Please note that there will be a total ban on vehicle movements during the event opening times and by booking you agree to comply with this restriction (please ensure all your assistants are aware of this).
23. Mandatory Conditions: Premises License – Sale by Retail of Alcohol
	1. No supply of alcohol may be made under the premises license:
		1. at a time when there is no FDC designated premises supervisor in respect of the premises license, or
		2. at a time when the FDC designated premises supervisor does not hold a personal license or his/her personal license is suspended.
	2. Every supply of alcohol under the premises license must be made or authorized by a person who holds a personal license.
24. Mandatory Conditions: Premises License – Irresponsible Drink Promotions
	1. Carrying out, arranging or participating in any irresponsible promotions in relation to the premises are not permitted.
	2. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:
		1. games or other activities which require or encourage, or are designed to require or encourage, individuals to:
			1. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorized to sell or supply alcohol), or
			2. drink as much alcohol as possible (whether within a time limit or otherwise);
		2. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
		3. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
		4. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on:
			1. the outcome of a race, competition or other event or process, or
			2. the likelihood of anything occurring or not occurring;
		5. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
25. Mandatory Conditions: Premises License – Dispense of Alcohol
	1. No alcohol is to be dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
26. Mandatory Conditions: Premises License – Provision of Free Tap Water
	1. The authorized person shall ensure that free tap water is provided on request to customers where it is reasonably available.
27. Mandatory Conditions: Premises License – Age Verification Policy
	1. Individuals who appear to the responsible person to be under 25 years of age should be requested to produce on request, before being served alcohol by the authorized person, identification bearing their photograph, date of birth and a holographic mark.
28. Mandatory Conditions: Premises License – Measures of Alcohol the authorized person shall ensure that:
	1. Where any of the following alcoholic drinks are sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
		1. beer or cider: ½ pint;
		2. gin, rum, vodka or whisky: 25 ml or 35 ml; and
		3. still wine in a glass: 125 ml; and
	2. Customers are made aware of the availability of these measures.
29. Mandatory Conditions: Exhibition of Films
	1. Where the film classification body is specified in the license, unless 22(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
	2. Where:
		1. the film classification body is not specified in the license, or
		2. the licensing authority has notified the holder of the license that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by the licensing authority.
	3. In this section: ‘children’ means persons under 18, and ‘film classification authority’ means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984.
30. Operators to comply with all existing health and safety requirements, regulations and bylaws.
31. No sale of alcohol to be made to anyone displaying drunken or aggressive behaviour.
32. No sale of alcohol to be made to children.
33. Proof of age cards to be produced to prevent the sale of alcohol to children. No material unsuitable for children.

  **PART 3: FOOD SAFETY QUESTIONAIRE**

In order to ensure the safety of the public, we require some more information from you if you intend to provide food at a Four Seasons Event. Please complete the following sections, failure to provide relevant information may result in your application being declined:
**Section 1:**

1. In what capacity will you be serving food?

|  |  |  |  |
| --- | --- | --- | --- |
|  | ☑ |  | ☑ |
| Commercial food or catering operator, including home businesses.**(Please complete all sections)** | [ ]  | I am working on behalf of a charity or community group as stated in Part 1 Q3, and/or as a one-off caterer. **(Skip to Section 3 and please read the FDC advice leaflets provided)** | [ ]  |

 **Section 2:**

1. Food Business Trading Name **as it appears on this website:** [**http://ratings.food.gov.uk**](http://ratings.food.gov.uk) or Organisation name:

Name of Food Business Operator (The person running the business):

Registered address of Food Business:

Food Business Phone Number (essential): Email address for food business:
 
2. Name and address of the Local Authority with whom your food business is registered:

3. When was your last food safety inspection?

4. What was the food safety rating given? (ratings of 0 – 2 will be declined)

5. For how long (months, years) have you had this catering operation?

6. Has the company implemented a written food safety management system?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | [ ]  | Yes | [ ]  | If yes, then this and all verification/monitoring records must be made available at the market or event. Note: This may be in the form of a Safer Food Better Business Pack. |

1. How will you be monitoring and recording the temperatures of any high-risk food (hot and cold) being stored and displayed for service?

2. Position within the Business: Signature:
 
3. Checklist: please ensure you provide ALL of the following in addition to what you have provided in Part 1 Q5.

|  |  |
| --- | --- |
|  | ☑ |
| I have enclosed a photocopies/attach a scan of all food hygiene training certificates for food handlers | [ ]  |
| I have enclosed a photocopy/attach a scan of the relevant gas safety, (GAS SAFE REGISTER) and /or electrical certificates for my stall/mobile catering unit | [ ]  |
| I have enclosed a current risk assessment including fire risk assessment for my stall/mobile catering unit | [ ]  |

**Section 3**

1. How many food handlers will be working at the event?

2. What levels of food hygiene training have the food handlers received?

3. What do you intend to bring onsite?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  |  |
| Stall or table | [ ]  | Mobile Catering vehicle | [ ]  | Purpose Built Unit | [ ]  | Other please state |  |

1. Please list the main types of food or drinks to be prepared or offered for sale:

2. Which of the following will be brought on site?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  | ☑ |  | ☑ |
| Refrigerator(s) | [ ]  | Freezer(s) | [ ]  | Cooking Hob(s) | [ ]  | Microwaves | [ ]  | Oven(s) Grill(s) | [ ]  |
| Sink(s) | [ ]  | Hot water supply to sink | [ ]  | Wash hand basin(s) | [ ]  | Hot water to hand basin | [ ]  | Soap and hand drying facilities | [ ]  |

1. Will you have a first aid kit in you unit or stall?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

1. Please indicate which power source will be used by your stall/mobile catering unit.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  | ☑ |  | ☑ |
| LPG Cylinder | [ ]  | Electrical generator | [ ]  | Electricity from FDC power unit | [ ]  | None | [ ]  | Other | [ ]  |

1. How will fresh or drinking water be provided at the unit/stall?

2. Will any food be prepared or stored in a place other than the catering unit/stall?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

1. If so, please provide details of locations e.g., address of where food will be prepared:

2. Name of person completing questionnaire:


Thank you for providing this information. If you have a query in relation to completing this form, please do not hesitate to call the My Fenland Team on **01354 654321** or email: marketsandevents@fenland.gov.uk

1. Please note electricity is not necessarily available or guaranteed onsite, stallholders should be self-sufficient. [↑](#footnote-ref-1)
2. Return to: My Fenland Team, Fenland District Council, Fenland Hall, County Road, March, Cambridgeshire, PE15 8NQ, 01354 654321. [↑](#footnote-ref-2)