

Pudsey Carnival

Saturday 19th May 2018 Queens Park, Pudsey

Correspondence: c/o Stall Application, 4 Victoria Rise, Pudsey, LS28 7SU.

If you would like to attend this year's Pudsey Carnival please read all of the information including the Terms and Conditions and complete the relevant documentation.

Please note: This event will be advertised in the local press and the better plots will be allocated on a first come first served basis. An early response is advisable.

Plot numbers will NOT issued this year before the event.
(But we will confirm your booking by a phone call)

All applications must be returned to the above address with the following:

1. The relevant fee for your space with cheque made payable to Pudsey Carnival
2. The stall/trade booking form with current email address.
3. Proof of Public Liability Insurance and a copy of your Risk Assessment must accompany your application.

CLOSING DATE FOR APPLICATIONS: 30th April 2018

Any stall applications accepted after this date will incur additional £20 admin fee.

STALL TRADE PRICES 2018

Each stall is initially priced for the first 10ft and then, according to the nature of the stall, the price increases for each extra ft required.

Example: a 15ft charity stall would cost £20.00 for the first 10ft then £1.50 for every extra ft required. The cost would therefore be £27.50

Please note that no extra space will be allocated on the day as plots are measured out in advance.

Voluntary / Non profit organisations / Charity	£20.00 for the first 10ft, then £1.50 per extra foot.
Trade and Market stalls (non-catering)	£40.00 for the first 10ft then £2.50 per extra foot.
Large Businesses (20 ft)	£100.00 for a 20ft plot, extra space negotiable.
Walking Trades and Hawkers' passes	£50.00 per license, franchises are available prior to the event for balloons and fancy goods.
Hot food (per unit) <u>Speciality Foods only</u>	£150.00 per unit

Please note that the franchise for all fairground equipment & standard catering has been let.
Should you have any queries please write to the address above.

We look forward to seeing you at this year's Pudsey Carnival.
Pudsey and District Carnival Association

Please keep for your records.

Pudsey Carnival

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Terms and Conditions for use of Stalls or Pitch

Please read carefully and contact the organisers if you have any queries.

1. Stall trade pitches must be purchased in advance. Applications cannot be accepted on the day.
2. **No fairground-type stalls are allowed, this includes any soft toy picks/raffles or hoopla games. Any members of the Showmen's Guild must make an application through Raymond Eddy. Anyone who arrives on site who does not follow this guidance will be asked to leave.** This does NOT apply to charity stalls only to private businesses running cuddly toy picks etc.
3. Please arrive on site **no earlier than 9am and no later than 10:30.** No vehicles other than official and emergency will be permitted to move on site for the duration of the event for safety reasons.
4. Remember: bring your details, including plot number to help Stewards direct you.
5. Any vehicles must be parked within your allotted space and not cause obstruction, no more than 2 cars to be parked on the field during the carnival.
6. You must abide by all Stewards' instructions, traffic signs and any imposed speed limits.
7. You must trade within your allocated space and not encroach into the surround.
8. You must use the stall or pitch only for the purposes detailed on your application form.
9. No alcohol may be sold or offered as a prize. Stalls will be checked throughout the day and alcohol for sale from an unlicensed stall will be removed.
10. No live animals, including goldfish, may be sold or offered as a prize.
11. No petrol generators allowed. Diesel generators are to be fenced off with an appropriate fire extinguisher and earthing arrangements and necessary paperwork.
12. Please bring sufficient containers to remove waste from your pitch.
13. The stallholder is responsible for any damage caused and the cost of reinstatement.
14. The stallholder accepts responsibility for the safety and control of people working on or visiting the stall or pitch and must ensure there are no tripping hazards, sharp objects etc that might cause injury.
15. Proof of Public Liability Insurance and a Risk Assessment must accompany your application.

Food Concessions' additional requirements

16. You must be registered with your local Environmental Health Department and comply with the Food Hygiene Regulations 2006. Your details will be passed to Leeds Environmental Health Dept. who will carry out spot checks over the weekend.
17. Any gas cylinders must be safely stored and removed. An appropriate functioning fire extinguisher with current certificate must be provided.
18. Charity stalls: Please check HSE for guidance on home-made cakes etc.

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STALL / TRADE BOOKING FORM

Confidential for Pudsey Carnival purposes only

Contact Name:	
Address:	
Telephone	
Email address:	
Organisation / Trade Name:	
Organisation Type: Charity / School / Scouts etc.	
Stall Type: e.g. Tombola / Cake / Craft	
Item Types Selling / Prizes e.g. Sweets / Tins / Toys	
Exact length of your stall Including tow bars, canopies etc?	
Please summarise safety precautions you will be taking:	

DECLARATION

Enclosed is a fee of £ made payable to Pudsey Carnival, For payment offoot of trade space at the 2018 Pudsey Carnival.

I have read and agree to the Terms and Conditions of attending Pudsey Carnival 2018

SIGNATURE: **DATE:**