



Yeovil's Christmas Market

Sunday 8th December 2019

This form requests the information needed to allocate pitches in Yeovil Town Centre for Christmas Market. If you would like a pitch, please complete this form and return it to **Alice Edmonds, Marketing and Events Coordinator** via email alice.edmonds@outlook.com or post to Love Yeovil, FAO Alice Edmonds, The Town House, 19 Union Street, Yeovil, BA20 1PQ.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
Surname				
First Name				
Address				
	Postcode			
Telephone	Home			
	Mobile			
Email				

Is the applicant over the age of 18 years? Yes No (please tick)

Organisation Name (if different): _____

Nature of Promotion/Activity/trade

Promotion details (if applicable): _____

Activity details (if applicable): _____

Details of goods for sale (if applicable): _____

If you are a registered charity, please provide your charity number: _____

PITCHES

Please bring your own gazebo/table/chairs if required and note that all pitches are on hardstanding so you need to bring suitable arrangements to hold down any gazebos in use.

All pitches are 3m x 3m at a cost of £25 per pitch

Number of pitches applied for:

COMPULSORY RISK ASSESSMENT FORM

THIS FORM MUST BE RETURNED WITH YOUR PITCH APPLICATION

In order to comply with the statutory regulations of Health & Safety at Work Act 1974, all pitch holders are required to complete a Risk Assessment form to be returned together with the pitch application.

The Health and Safety Risk Advisors must know in advance of any HAZARDS being introduced to the event, aiming to pre-empt potential incidents and reduce the risks of accidents. Alternatively, you may send us details of your existing Health and Safety arrangements for attending events. In particular, the following should be declared:

PLEASE CONSIDER ALL POSSIBLE RISKS INLCUDING BUT NOT LIMITED TO:

slipping/tripping – rain or uneven surfaces	Sharp instruments or sharp edges
Display boards, racks and cabinets	Moving parts
Lifting heavy objects	Adverse weather
Moving vehicles in set up/take down	Over head hazards / hanging items or displays

FIRE ASSESSMENT - A FIRE EXTINGUISHER MUST BE PROVIDED AND A FIRE RISK ASSESSMENT UNDERTAKEN BY ALL EXHIBITORS

HAZARD	PERSONS AT RISK	CONTORLS TO MINIMISE RISK

Signed:		
Date:		

TERMS AND CONDITIONS

1. Trade must commence by 1000 on the event day and will continue until 1600
2. Vehicles must be unloaded and removed from event site by 0930 and may not be brought into the event site again until after 1600.
3. On the event day, the stallholder must ensure that the stall is maintained having regard to the safety of the general public and the promoter must allow regular inspection by the Love Yeovil representative and carry out any alteration required. Heavily laden stalls must provide load spreading feet to protect the surface of the market area.

4. The stall and/or goods must be kept within the confines of the pitch and all gangways must be kept clear.
5. Traders/Promoters must ensure that the area around their stall is kept clear of litter/leaflets from the stall and must take their litter home for disposal.
6. Advertising noise levels such as shouting, loudspeakers, recordings, the playing of radios or any other noise must be strictly controlled and kept to a minimum.
7. If the promoter/trader is unable to attend the event he/she must advise Alice Edmonds from Love Yeovil in advance preferable by 2nd December at the latest (Tel No: 07946 378 203 or via email alice.edmonds@outlook.com)
8. The site allocated will be available to the organisation/trader only for the promotion/activity in the type of promotion/activity/trade specified in his/her application form.
9. The promoter/trader may not sub-let or otherwise attempt to dispose of the pitch allocated.
10. The Love Yeovil, Town Council, South Somerset District Council and Yeovil Chamber of Trade & Commerce shall not be responsible for any loss, damage or injury caused to any person because of the condition or construction of any stall or by the equipment or goods placed on or around the pitch.
11. Any charges for stalls are payable in advance to Love Yeovil.
12. No refunds will be issued for pitch fees paid.
13. Promoters/traders must not make available items which are likely to encourage a breach of the law or are illegal. If there are any grey areas in this respect the decision Love Yeovil is final.
14. The promoter/trader must hold a valid insurance policy for public liability for claims up to £5,000,000 and produce evidence of such a policy being in force and that the premiums have been paid must be supplied to Love Yeovil 21 days in advance of the event (i.e. by 17th November 2019).
15. The promoter must also produce and supply, no later than 21 days in advance of the event, a full risk assessment for their stand at the event.

EVENT ABANDONMENT

Love Yeovil decides whether it is viable to hold a market, taking into consideration weather conditions, permit safe practice in erection of stalls, canopies, or any danger to the general public. (Very strong winds, blizzards, snow, ice, gas leaks, bomb threats, etc) during setting up between 1500 – 1545 or at any other time of the event day if conditions worsen.

If the event is abandoned due to a 'road works', bomb threats or other reason Love Yeovil representative will direct the event to be relocated to an alternative location subject to consultation with relevant parties, or cancel the event if no alternative location can be found.

Signed:	
Date:	

Please ensure the following is included with your application:

Item	Please Tick
Correct Fee	
Cheques made payable to 'Yeovil Town Centre Partnership'	
<u>BACS Details</u>	
Sort Code: 30 99 98	
Account Number: 01531538	
Form is fully completed including contact details	
Public Liability Insurance	
Copy of Risk Assessment	

FOR OFFICE USE ONLY	
<i>Date application received:</i>	_____
<i>Public Liability Insurance Certificate copy attached</i>	<input type="checkbox"/>
<i>Risk Assessment Completed or attached</i>	<input type="checkbox"/>
<i>Correct pitch fee received:</i>	_____