

## **IMPORTANT INFORMATION**

Traders are booked on a first come, first served basis.

Hertford Town Council reserves the right to decline stallholders a pitch if not appropriate for the event or if a food vendor has already secured a pitch selling similar food produce.

Pitch sizes are 3mx3m, please specify if your dimensions vary from this as the price may also vary.

**Please note, you will need to provide your own gazebo, tables and chairs if you require them.**

**Please note: No vehicles or equipment can be left on site overnight.**

**Width restrictions accessing the grounds for large vehicles.**

**Vehicle access to pitches is restricted in certain areas of the grounds (moat garden) and cannot be guaranteed.**

**Traders must provide a waste bin for their customers and ALL trade waste must be taken away.**

**NO trade waste can be put in bins provided by Hertford Town Council. Traders caught doing so will be fined £50 and may be refused a pitch at other events.**

**No ice-cream vans please.**

**Food vendors ARE permitted to sell cold drinks but are NOT permitted to sell hot drinks.**

### **Refunds**

Please note that once you have returned the booking form and cheque, Hertford Town Council will not offer a refund on the pitch secured. If you are unable to attend, please let us know asap and if we are able to rebook your allocated pitch, then we will potentially be able to reimburse the cost associated with stand.

### **Weather**

Please note that events will go ahead regardless of weather conditions.

If you would like to proceed with a booking then please return the complete relevant event booking form/s along with:

- **Payment. Please note, for all payments of £100 and under, full payment is required. For payments over £100, please pay a deposit of 50% now and 50% by 21.4.19** - cheques to be made payable to 'Hertford Town Council' please state on the back of the cheque the name/s of the event/s you are booking onto and also your business trading name.) Alternatively you can make a card payment over the telephone by calling Sophie Archer-Mills on 01992 552885.
- Alternatively you can make a card payment over the telephone by calling Sophie Archer-Mills on 01992 552885.
- **Please attach** copies of training certificates, HACCP plans, public liability insurance, Electrical & LPG gas safe certificates where applicable.  
**Craft stalls only need to supply a risk assessment and public liability insurance.**
- **Risk Assessment** to cover event (Guidance can be found on our website page as follows: [www.hertford.gov.uk/page-event-stall-holder-information-82/](http://www.hertford.gov.uk/page-event-stall-holder-information-82/))

Bookings cannot be processed without these documents and your cheque will be returned

Please return to  
Sophie Archer-Mills  
Hertford Town Council  
Hertford Castle  
Hertford  
SG14 1HR

Telephone number 01992 552885

Email address [sophie@hertford.gov.uk](mailto:sophie@hertford.gov.uk)

**PLEASE COMPLETE THE ENTIRE FORM, MISSING INFORMATION MAY DELAY YOUR BOOKING.**

**Please tick if you would like to be kept up to date with opportunities from Hertford Town Council.**  
Hertford Town Council's Privacy Notice can be viewed online at [www.hertford.gov.uk/subscribe](http://www.hertford.gov.uk/subscribe)

# STALL HOLDER BOOKING FORM

## HERTFORD CASTLE TEDDY BEARS' PICNIC 2019

**EVENT DATE: SUNDAY 21<sup>st</sup> JULY**  
**EVENT OPENING TIMES: 12PM – 4PM**

**CONTACT NAME:**.....

**BUSINESS TRADING NAME:**.....

**TYPE OF BUSINESS (specify what you will be selling/offering and detail a full description of the stall)**  
 .....  
 .....

**LOCAL AUTHORITY VENDOR REGISTERED WITH:**.....

**CURRENT NATIONAL FOOD HYGIENE RATING:**.....

**ADDRESS:**.....  
 .....

**TELEPHONE:**.....

**EMAIL:** .....

**\*\*Bookings are accepted based on this information, if menu or products offered differ please inform the event coordinator immediately to ensure this does not overlap with another booking. Bookings may be withdrawn if overlap occurs. You may also be requested to stop selling a certain product on the day of the event should this not have been specified on your booking form and duplicates another vendors product.**

**STALL SIZE**

Single Vehicle (3x3 metre)                       Pop up gazebo (3x3 metre)

**Pitch Options -**

**Please tick pitch required**

For 2018 the Teddy Bears' Picnic will take place over two areas, the main lawn and the Island. The main lawn will host the brass band and the activities arena, whilst the Island will have the Punch & Judy show and activities on the river.

**Main Lawn:**

- |                                                                                                         |      |                          |
|---------------------------------------------------------------------------------------------------------|------|--------------------------|
| 1. Food Vendor 3x3m pitch ( <b>no power</b> )                                                           | £115 | <input type="checkbox"/> |
| 2. Hot Drinks Vendor 3x3 pitch ( <b>no power</b> )                                                      | £80  | <input type="checkbox"/> |
| 3. Craft / homeware / clothing / merchandise 3x3 pitch ( <b>no power</b> )                              | £50  | <input type="checkbox"/> |
| 4. Entertainment 3x3 m pitch (eg face painting, arts & crafts workshop, competitions, <b>no power</b> ) | £60  | <input type="checkbox"/> |
| 5. POWER SUPPLY                                                                                         | £5   | <input type="checkbox"/> |

3 pin plug     16amp plug                      Amount required (in kw):.....

**Island (No power available):**

- |                                                                                                         |     |                          |
|---------------------------------------------------------------------------------------------------------|-----|--------------------------|
| 1. Craft / homeware / clothing / merchandise 3x3 pitch ( <b>no power</b> )                              | £30 | <input type="checkbox"/> |
| 2. Entertainment 3x3 m pitch (eg face painting, arts & crafts workshop, competitions, <b>no power</b> ) | £30 | <input type="checkbox"/> |

**Power Supply**

Hertford Town Council no longer allow Petrol generators on site but are able to offer power if required (**note** that we have a limited supply). Please indicate which power source will be used:

- LPG     Diesel     Petrol     Electrical generator     Mains (Provided by Hertford Town Council)
- Other (please specify)                       No power required