

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 the pitch sold.

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:

- **Full payment** (no deposits - cheques to be made payable to 'Hertford Town Council', please state on the back on 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.
- **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/)

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

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

Telephone number 01992 552885

Email address sophie@hertford.gov.uk

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

STALL HOLDER BOOKING FORM
HERTFORD CASTLE OPEN AIR CINEMA 2019

EVENT DATE: FRIDAY 23rd AUGUST AND SATURDAY 24th AUGUST

EVENT OPENING TIMES: GATES OPEN 7PM, FILM STARTS 8.30PM

Please tick which event you would like to attend:

One night (Specify date:.....)

Two nights

CONTACT NAME:
BUSINESS TRADING NAME:
PRODUCTS SOLD (specify exactly what you will be selling/offering, (include menu if available) 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.**

BUSINESS CATEGORY

Food Catering Refreshments (eg coffee/tea vendor)

STALL SIZE

Single Vehicle (3x3 metre) Large Trailer (up to 6x3m) Pop up gazebo (3x3 metre)

Pitch Options – PRICES PER NIGHT

Please tick pitch required

- | | | |
|--|-----|--------------------------|
| 1. Food Vendor 3x3m pitch (no power) | £50 | <input type="checkbox"/> |
| 2. Food Vendor Large Trailer (specify if over 6x3 as may incur additional cost) (no power) | £70 | <input type="checkbox"/> |
| 3. Hot Drinks Vendor 3x3 pitch (no power) | £50 | <input type="checkbox"/> |
| 4. Alcoholic Drinks Vendor 3x3 pitch (no power) | £70 | <input type="checkbox"/> |
| 5. POWER SUPPLY | £10 | <input type="checkbox"/> |

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

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

A maximum of one alcoholic drink vendor will be booked for this event and secured on a first come first served basis.