

CATERING BOOKING FORM
HERTFORD CHRISTMAS GALA 2019

EVENT DATE: FRIDAY 22nd NOVEMBER

EVENT OPENING TIMES: 3.30PM – 8PM

LOCATION: FORE STREET MARKET / PARLIAMENT SQUARE (NO POWER)

CONTACT NAME:
BUSINESS TRADING NAME:
TYPE OF BUSINESS (specify what you will be selling/offering and detail a full description of the stall)
BUSINESS ADDRESS:
TELEPHONE:
EMAIL:
FOR FOOD STALLS only
LOCAL AUTHORITY VENDOR REGISTERED WITH:
CURRENT NATIONAL FOOD HYGIENE RATING:

Pitch options and fees

Please tick pitch/power required

Fore Street (1 vendors) / Parliament Square (2 vendor) / Maidenhead Street (1 vendor) (NO POWER)

- | | | |
|---|------|--------------------------|
| 1. Small Catering, own gazebo/trailer under 3.5m long | £75 | <input type="checkbox"/> |
| 2. Large Catering (over 3mx3m, no larger than 6mx3m) | £110 | <input type="checkbox"/> |
| 3. Small drinks trailer (under 3.5m long) | £75 | <input type="checkbox"/> |

Market Place (max x3 vendors) (We are able to supply power for lighting only)

- | | | |
|---|------|--------------------------|
| 1. Small Catering, own gazebo/trailer under 3.5m long | £75 | <input type="checkbox"/> |
| 2. Large Catering (over 3mx3m, no larger than 6mx3m) | £110 | <input type="checkbox"/> |

Power

We are able to supply power for lighting only £5

Please specify: 3 pin plug 16 amp plug Amount required:.....

Please indicate which power source will be used for cooking:

- LPG Diesel Electrical generator Coals / other

- Hertford Town Council reserves the right to decline stallholders a pitch if not appropriate for the event or if a vendor has already secured a pitch selling similar food
- Catering businesses are expected to provide their own power source for cooking – any generators need to be contained within trailer, as pitches are on pedestrianised streets.
- No bookings for coffee carts and hot drink vendors are accepted for this event as there are a number of coffee shops trading in the town centre

IMPORTANT INFORMATION

To secure your pitch please send:

- Full payment (no deposits - cheques to be made payable to 'Hertford Town Council' please state on the back on the cheque the name of the event you are booking onto and also your business trading name.

Please attach copies of:

Booking Form
Public Liability Insurance
Risk Assessment
Food Hygiene Certificates (Catering only)
Electrical / LPG Gas Safe Certificates (Catering only)

Alternatively you can make a card payment over the telephone by calling the Customer Services Team on 01992 552885.

Please ensure you state the business name, event that you are booking onto and confirm that the booking form has been sent to Ausra Bitinaite (details below) along with relevant certificates and insurances, as outlined above.

- **Bookings are taken on a first come first basis and spaces cannot be held**
- **Bookings cannot be processed without the documents outlined and your payment will be returned**

Please return to

Ausra Bitinaite
 Town Centre Officer
 Hertford Town Council
 Hertford Castle
 Hertford
 SG14 1HR

Or ausra@hertford.gov.uk

Refunds

Please note that once you have made payment, Hertford Town Council will not offer a refund of the stall fee, except in extreme circumstances, where we are able to replace the booking sufficiently.

Weather

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