

STALL HOLDER BOOKING FORM HERTFORD CHRISTMAS GALA MARKETS 2019

EVENT DATE: FRIDAY 22nd NOVEMBER

EVENT OPENING TIMES: 3.30PM – 8PM

LOCATION: MARKET PLACE (POWER) / FORE STREET MARKET (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 & fees

Please tick pitch required

Market Place (including power for lighting only)

- | | | |
|---|-----|--------------------------|
| 1. Craft/Produce with own 3 x 3m gazebo | £55 | <input type="checkbox"/> |
| 2. Registered Charity with own 3 x 3m gazebo | £45 | <input type="checkbox"/> |

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

If you specifically require power, please contact us to check availability prior to booking

Fore Street, (NO power)

- | | | |
|---|-----|--------------------------|
| 1. Craft/Produce with own 3 x 3m gazebo | £50 | <input type="checkbox"/> |
| 2. Registered Charity with own 3 x 3m gazebo | £40 | <input type="checkbox"/> |

Maidenhead Street (NO power)

- | | | |
|---|-----|--------------------------|
| 1. Craft/Produce with own 3 x 3m gazebo | £50 | <input type="checkbox"/> |
| 2. Registered Charity with own 3 x 3m gazebo | £40 | <input type="checkbox"/> |

- 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 items. We will not take more than two vendors of each type of craft/produce and will try to ensure these are in different areas of the town where possible
- The market trades during the hours of darkness so please ensure you have battery powered lighting to enhance street lighting available in non-powered areas

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

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.