

## **IMPORTANT INFORMATION:**

**PLEASE READ & COMPLETE THE ENTIRE FORM, MISSING INFORMATION MAY DELAY YOUR APPLICATION.**

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 produce.

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

### **Weather**

Events will go ahead if it rains. If, for safety reasons due to the adverse weather conditions (decisions will be made at the discretion of Hertford Town Council), the event is cancelled you will be notified within 24hrs before the event day. If you have received no communication from us, detailing that the event is cancelled, then the event will go ahead as planned.

### **Refunds**

Please note that once you have returned the booking form and made payment, Hertford Town Council will not offer a refund on the pitch secured. If you are unable to attend, please let us know as soon as possible, and if we are able to rebook your allocated pitch, then we will potentially be able to reimburse the amount paid.

### **COVID-19:**

A review date for each event is in place to assess the situation and decide whether the event will take place. Hertford Town Council reserve the right to cancel the event and will notify you if this happens. In the event of a cancellation due to Covid-19, you will be eligible for a full refund or the option to transfer your deposit to the next year.

### **Please Note:**

- **Standard pitch sizes are 3m x 3m, please specify if your dimensions vary from this as the price may also vary.**
- **You will need to provide your own gazebo, tables and chairs if you require them.**
- **No vehicles can be left on site.**
- **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 or East Herts Council. Traders caught doing so will be fined £50 and may be refused a pitch at other events.**
- **Traders are responsible for the health and safety of themselves and their staff on site and should provide accident & incident report forms to the Town Centre Officer should they occur on site.**

Hertford Town Council offices are open Monday to Friday 9.00am until 5pm (4pm on Fridays). The Town Centre Officer works Monday, Tuesday, Wednesday and Friday 9am-3pm and Thursday 9am-11am. (Outside of these hours e-mails and telephones are not continuously monitored. If your e-mail has not been replied to within 24hrs before the event please call 01992552885.

**If you would like to proceed with your booking then please complete the booking form and return 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 of the event you are booking onto and also your business trading name, if you wish to pay over the phone or bacs, please contact Hannah Scott via email: [hannah.scott@hertford.gov.uk](mailto:hannah.scott@hertford.gov.uk) after all paperwork has been supplied, to ensure that no payment has been made prior booking has been confirmed.
- **Please attach** copies of your food hygiene training certificates, HACCP (Hazard Analysis and Critical Control Point) is a food safety management system) plans & safe systems of work, public liability insurance, electrical & LPG gas safety certificates, food hygiene rating certificate and date and authority it has been issued by, where applicable.
- **Risk Assessment** to cover event (guidance can be found on our website page as follows: <https://www.hertford.gov.uk/event-stall-holder-information/>)

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

Please return to: Hannah Scott, Hertford Town Council, Hertford Castle, Hertford, SG14 1HR  
Telephone number: 01992 552885, Email address: [hannah.scott@hertford.gov.uk](mailto:hannah.scott@hertford.gov.uk)

**Confirmation of booking will be sent via e-mail once your booking has been processed and accepted. Further information regarding the event set up, arrival times, facilities etc will be sent via e-mail at least one week before the event (check your junk mail if you have not received this).**

- 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)

**I confirm I have read and understood the above information and agree with the terms of booking.**

Signature:.....

**STALL HOLDER BOOKING FORM**  
**Hertford Christmas Gala 2022**

**EVENT DATE: Friday 25<sup>th</sup> November**

**EVENT OPENING TIMES: 3.30PM – 8.00PM**

**LOCATIONS: Market Place (POWER for lighting only), Fore Str and Maidenhead Str (NO POWER)**

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

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

**TYPE OF BUSINESS** (specify exactly what you will be selling/offering, (include menu if available) and give full description of the stall)\*  
.....  
.....

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

**ADDRESS:**.....

**TELEPHONE:**.....

**EMAIL:** .....

\*Bookings are accepted based on this information, if menu or products offered differ please inform the event organiser immediately to ensure this does not overlap with another booking. Booking 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.

**Pitch options & fees**

**Please tick pitch required**

**Market Place (including power for lighting only)**

1. Craft/Produce with 3mx3m pitch (not supplied) £65

2. Registered Charity with 3mx3m pitch (not supplied) £45

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 (7 available, NO power) and Maidenhead Str (15 available, NO power)**

1. Craft/Produce with 3mx3m pitch (not supplied) £60

2. Registered Charity with 3mx3m pitch (not supplied) £40

- The market trades during the hours of darkness so please ensure you have battery powered lighting to enhance street lighting available

**\*\*Please can we ask that fees are kept as low as possible for this community event, Thank You.**