Application closing date: Friday 10 November 2023

Email application form to: info@swintonlock.org.uk

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| **Application Form:**  |
| Organisation/Business Name:  |
| Contact Name: |
| Address: |
|  | Postcode: |
| Telephone: | Fax: | Mobile: |
| Email: |
| Public Liability Insurer: | Number: | Coverage  |
| **Photocopies of Public liability Insurance (and if serving Food) Food Hygiene certificates MUST be EMAILED OR ATTACHED with your application form** |
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| Description of entertainment/stall : |

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**Please note:** We do have a few free tables that we can provide upon request but these are limited. We kindly ask stall holders to provide their own table and 1 small gazebo (if needed). Please notify us what equipment you will be bringing or if you need access to electricity:

**Table Chairs  Gazebo  Banners  Power/Electricity **

**If you require a table from Swinton lock, then please tick here: **

*(This will be confirmed if available on receipt of application from)*

Any additional information or requests:

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| **Signed** |  |
| **Name:** |  |
| **Date:** |  |

**Terms and Condition are below for reference.**

**Many thanks for supporting our community event.**

**Swinton Lock Activity Centre**

**Terms & Conditions**

All Registered Stallholders must sign a copy of these terms and conditions and return with their application form. The basic conditions of this Stallholder Agreement are included here:

**1.1 Booking**

As a booking, you must complete the application form and return within the specific time frame to confirm receipt of booking. Each booking requires a £10 payment to Swinton Lock Activity Centre which is a registered charity. Bookings will be confirmed once we have received a completed application form, a signed copy of the terms and conditions and a copy of your public liability insurance. We will request the £10 payment on arrival on the open day.

**1.2 Trading day and hours**

Date and Time: Saturday 19 August 2023 at Swinton Lock Activity Centre, Dun Street, Swinton, Mexborough.

Stallholders must conduct business from the stall at all times during the trading hours.

**1.3 Venue**

The actual location of the stall at the event will be at the discretion of Swinton Lock Activity Centre. If you require a specific setting or indoors then this must be mentioned in the application form. It is the stallholder's responsibility to ensure their stall (**including guide ropes and other attachments**) fit on the site applied for and allocated to them. All stalls must be safe and not a health and safety hazard. If Swinton Lock Activity Centre feel that your stall may be unsafe or cause risk, then we have the right to ask you to leave. For reference the majority of stalls will be on hard standing so please bear this in mind if wanting to use a gazebo.

**1.4 Use of the stall**

Stallholders must only use and occupy the stall for retail sale of products or entertainment/advertisement as described by stallholder on page 1. Other stallholders may be permitted to conduct a similar business at the event. All goods and merchandise offered for sale or sold by stallholders must comply with relevant safety and compliance standards.

**1.5 Stall Equipment**

The event does not provide any furniture or stall weather protection. A limited number of tables are available upon request on the application.

**1.6 Timing for Loading and Unloading**

Morning: Between 9.00am and 9.30am.

Afternoon: from 4.00 pm onwards or as soon as event area is deemed safe for leaving and vehicles. Vehicles are prohibited within the event during trading hours. We have car parking space and some limited road parking nearby centre.

**1.7 Payment**

Stallholders can accept payment via cash or cards from customers buying goods. Swinton Lock Activity Centre hold no responsibility for any loss of income or monies.

**1.8 Stall Presentation**

Stallholders must conduct themselves in a proper, polite and orderly manner at all times. We appreciate that this is a family event and so to be mindful of language and behaviour at all times. We kindly ask that stall holders do not drink alcohol or smoke. We can show a designated area for smoking if needed. Stalls must be kept in a clean and tidy condition and remove all rubbish from site.

**1.10 Insurance**

Stallholders must have adequate product insurance and public liability insurance. This policy must be attached to the application when submitted.

**1.11 Weather**

Swinton Lock Activity Centre will not be responsible for trade affected by weather conditions. If weather forecast interrupts our plans for the day we will notify all stall holders.

**1.12 Cancellation of booking**

Cancellation of booking is needed 48 hours prior to the event.

**1.13 Raffles/guessing competition**

Stall holders are not allowed to host raffles or guessing competitions at the event.

**Submitting the form**

By submitting this application you acknowledge that you hold a current Public Liability Policy.

This application acknowledges that Swinton Lock Activity Centre is indemnified against all claims arising from damage/injury to goods or persons.

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| Name: |
| Business Name:  |
| Signed: |
| Date: |

 **I/WE AGREE TO THE ABOVE TERMS AND CONDITIONS AND HAVE ATTACHED A COPY OF OUR PUBLIC LIABILITY INSURANCE**