



Stallholder Application Form

The date of the Rye Festival of the Sea is Sunday 1st September 2019. Last year's event was a great success with good attendance from the local community and we have every belief that the event this year will recreate the same if not better response. This year we are hosting a new location for the event and you will be situated on the Salts playing field (Rye Recreation Playing Field, TN31 7LP)

Included with this form is the terms and conditions and information you need regarding the event, so please keep this safe.

PITCH OPTIONS:

1. 3x3sellers pitch is £40.00 (NO ELECTRICITY AVAILABLE) includes 1 car parking space behind your pitch location on site.
2. Food & Beverage pitch – £175 (NO ELECTRICITY AVAILABLE)
This includes anyone selling food or drink, including alcohol. You will be required to provide valid insurance details, food hygiene certificate and apply for your own TEN.
3. Registered charity pitch 3x3 is £20.00 (NO ELECTRICITY AVAILABLE) includes 1 car parking space behind your pitch location on site. A registered charity number is required.

Many Thanks

We hope that you will be able to participate in this event.

www.ryefestivalofthesea.co.uk

Application Form – Terms & Conditions

Each stall MUST have public liability insurance. We will require a copy of the Certificate with the completed application form.

We will also need to see a copy of the food hygiene rating for food / catering stalls. If this is not possible to verify this online then you will need to provide us with the evidence.

Any stalls selling alcohol will need to apply for a TEMPORARY EVENT NOTICE from Rother District Council and a copy of the confirmation must be sent to us prior to the event.

We also require that you complete the included risk assessment form or provide a copy of your own.

We require all documents prior to the event.

- To keep a fair balance across the types of stalls, the committee reserves the right to close applications from certain stall types depending on the quantity received. You will be advised in good time after we receive your form if we are unable to provide you with a stall.
- Once you receive confirmation of your pitch you will receive payment details and have two weeks to make payment.
- The overall deadline for insurance details, food hygiene certificates and TEN paperwork is Saturday 10th August 2019.
- Applications will be processed in order of receipt.
- If payment is not received by the set deadline, the pitch will be reallocated. Your pitch is only finally guaranteed once the payment and all paperwork is received.
- The committee is formed of volunteers so it will not be possible to follow up with you for your application form / insurance / payment. This will be your responsibility.
- The pitch fee is NON-REFUNDABLE in any circumstances.
- Electricity is not available on sites.
- The committee is not responsible for any adverse weather conditions, please be prepared for all eventualities. We cannot be responsible for the loss of earnings or inability to trade or any damage to stock/equipment.
- The event will run from 11am -5pm. Details regarding set up times will follow. In order to keep the event a success however it is requested that stall holders do not pack up before the end unless a decision is advised by a committee member.
- You will receive pitch location information and timings week beginning 12th August 2019.
- We reserve the right to change any of the above conditions.

Stallholder Application Form

If you would like to join us on Sunday 1st September 2019, please complete this form and the attached Risk Assessment forms, and return them to the address below.

Stall name:	
Owner:	
Address:	
Contact number:	
Email address:	
Website (if you have one):	

Description of your stall:	
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Chosen pitch:	Tick & mark E to include electricity
1. 3x3 sellers pitch is £40.00	
2. Food & Beverage pitch is £175.00	
3. Registered Charity pitch 3x3 is £20.00	

I enclose:

	Application form		Risk assessment 1 & 2
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I confirm that I have read and understood the terms and conditions:

Name in Capitals:

Signed:

Date:

RISK ASSESSMENT FOR ALL PITCHES (1)

Stall name:	
Owner:	

Market stallholder's responsibilities:

A market stall is a workplace covered by Health & Safety legislation. It is also a requirement of the landowners, Rother District Council and Environment Agency, that formal risk assessments are undertaken on all activities carried out on their land prior to the event. As a trader, it is your responsibility to ensure that suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately closure of your stall.

	Yes / No?
Beauty procedures	Y / N
Display anything containing liquid fuel	Y / N
Display of sharp objects or weapons	Y / N
Working electrical appliances	Y / N
Food service of any kind other than sweets, snacks and soft drinks	Y / N
Heat source including cookery demonstrations	Y / N
Live animals	Y / N
Pressurised gases	Y / N
Working machinery of any kind even static	Y / N
Any other hazard not identified above which could be a risk – please specify:	Y / N

This list is not exhaustive. You are responsible for identifying any aspect of your stall which may present a hazard. If you have answered NO to all of the above, please sign below. If you have answered YES to any of the above, please complete the risk assessment (2) overleaf or provide copies of your own risk assessment.

I declare that, to the best of my knowledge, there are no significant risks relating to the stall.

Signed:	Name – in capitals:	Date
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RISK ASSESSMENT FOR ALL PITCHES (2)

Stall name:	
Owner:	

Risk:
Who could be harmed:
Control measures in place:

To the best of my knowledge and belief, the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name – in capitals:	Date:

----- Stallholder – please do not write below this line

Notes of RYE FESTIVAL OF THE SEA representative:

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Details confirmed and reviewed by RYE FESTIVAL OF THE SEA representative, and risk is at an acceptable level.

Signed:	Name - capitals:	Date:

