



LICHFIELD FESTIVAL MARKET 2018

Booking Form

Saturday 7th July 2018

10.00am – 4.00pm

Business Name:		Contact Name:	
Selling/Promoting:			
Address:		E-mail:	
Post Code:		Landline Tel:	
		Mobile:	

PITCH

PLEASE NOTE: We are unable to provide gazebo's, tables etc – this booking is purely for the **space only**

Arts, craft, food produce
£65 (3x3m)

Registered Charity
£55 (3x3m)

Registered
Charity No:

Additional Space Required – in metres (width only)
£20 per extra meter

Please indicate whether you would prefer to be on grass or concrete
(although we cannot guarantee this request)

Grass

Concrete

No Preference

NOTE: You will be notified whether your pitch is on grass or concrete when the stall holder info is sent a week or so before the event

STREET TRADING LICENCE INFORMATION

To sell anything at this event, you must obtain a street trading licence from the Lichfield District Council (there is no charge for this).

Before submitting your application to them, please ensure you meet their following criteria (you must be able to provide them evidence):

- You must have insurance with a minimum of £5m public liability cover
- To sell food of any kind, you must have a food rating of 4 or 5.
- To sell alcohol, you will must obtain a 'Temporary Events Notice'

You must apply online via the District Council website - contact Julie at the Festival if you have not already been sent a link

NOTE: If you are not granted a street trading licence by the Council, you will not be able to trade at the event

NOTE: You WILL NOT be required to obtain a street trading application if you are NOT trading in any way

Please tick here if your stall is purely for promotional purposes and you WILL NOT be taking money of any kind
(including charity donations, raffles or direct debit details for future payments)

PAYMENT *please tick one*

By Cheque

Cheque enclosed for £ _____ (please make payable to Lichfield Festival Ltd)

By Cash

Cash enclosed for £ _____

Bank
Transfer

Bank: HSBC plc / Acc Name: Lichfield Festival Ltd / Sort Code: 40-28-18 / Acc No: 51727915

Payment date: _____ Amount: _____ Reference Used _____

NOTE: Street Trading Applications are not usually processed by the Council until nearer the event, but to be able to allocate pitch spaces, the Festival require this booking form and stall payment at time of booking. However, if you are refused consent from the Council for any other reason than not meeting the criteria outlined above, the Festival agree to a full refund.

I/we acknowledge that all stalls are to be provided by and are the responsibility of the stallholder, and I/we agree to abide by the terms and conditions of the organising Authority.

Signed: _____

Date: _____

Please return with required payment to:

Julie Motton, Festival Market, Lichfield Festival Ltd, Donegal House, Bore Street, WS13 6NE

TEL: 01543-306271. EMAIL: julie.motton@lichfieldfestival.org

Office Use Only	Form Rcd:	Payment Received:	Receipt Emailed:
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Terms and Conditions

1. Unless your stall is purely for promotional purposes (and you will not be taking money in anyway), you must obtain a street trading licence from Lichfield District Council and this must be clearly displayed on your stall for the duration of the event. If you do not obtain this licence, you will not be permitted to attend the event and the Festival cannot refund your stall fee.
2. Stalls are booked on a first come, first served basis.
3. Booking is for **SPACE ONLY**. All stalls and equipment (tables, gazebos etc) are to be provided by and are the responsibility of the stallholder.
4. Full payment for stall spaces must be received no later than 14 days after reservation.
5. Stall positions are made at the discretion of the Lichfield Festival and are subject to change. We cannot guarantee places.
6. All stallholders must have their own Public Liability Insurance (with minimum cover of £5m).
7. Stallholders wishing to sell alcohol must obtain an individual Temporary Events Notice.
8. Stallholders selling food items of any kind must have a food rating of 4 or 5.
9. We do not accept 'car boot' or 'jumble sale' wares and reserve the right to refuse stallholders should they offer these on their stalls.
10. The Market will run from 10am – 4pm. Stallholders must arrive between 6:30am and 9am.
11. Cathedral Close will be closed to traffic at 9am, therefore all vehicles must be removed by this time and cannot re-enter until after 4pm.
12. Stalls must remain within their allocated space agreed in advance with the festival. Gazebos/pitches which are set up larger than their agreed plot may be refused participation.
13. Stallholders must contain their wares within their allocated pitch, allowing access for emergency services.
14. Parking is limited in the area. Pay and display car parks are situated nearby. There is no parking provided for stallholders
15. We do not offer refunds to stallholders who experience poor sales during the event.
16. In the event of a cancellation;
 - more than 28 days before the event, we will only offer a refund if the stall can be sold to another vendor
 - within 28 days of the event, we cannot make any refunds
17. All guy ropes, cables and stall additions must be appropriately secured by the stallholder. Cables on the floor must be taped or pinned down to avoid accidents (if your stall is positioned on concrete, please ensure you bring adequate weights to hold your gazebo in place in case of strong winds).
18. Stallholders who fail to arrive by 9am may not be permitted and will have their stall offered as extra space to neighboring vendors.
19. Stallholders who turn up on the day without prior booking will not be admitted.

All enquiries concerning the event should be directed to

Julie Motton

Tel: 01543 306271

E-mail: julie.motton@lichfieldfestival.org

Lichfield Festival Market

Lichfield Festival Ltd, Donegal House, Lichfield, Staffs, WS13 6NE

Website: www.lichfieldfestival.org