

# FAMILY CHRISTMAS NIGHT 2018

Friday 7 December 2018

## Local Organisations Stall Booking form

Stall Holder name: \_\_\_\_\_

Type of stall/ activity: \_\_\_\_\_

Main person responsible for stall: \_\_\_\_\_

Mobile contact of main person: \_\_\_\_\_

E-mail contact for company or main person: \_\_\_\_\_

Names of people running this stand: \_\_\_\_\_

\_\_\_\_\_

Number of vehicles attending event with stall/ equipment: \_\_\_\_\_

Please identify the following:

1. Size of stall you are requesting? \_\_\_\_\_
2. Whether you will be providing a gazebo? \_\_\_\_\_
3. Whether you will be raising funds on the stall? \_\_\_\_\_

I enclose a fee of £5.00. (Cheque made payable to Haverhill Town Council)

I have read and I agree to the terms and conditions attached.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this booking form with payment and copies of your Liability Insurance and Risk assessment to

**Family Christmas Night 2018, Haverhill Town Council, Haverhill Arts Centre,  
High Street, Haverhill, CB9 8AR no later than Wednesday 28 November 2018.**

Spaces are allocated subject to availability.

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## RISK / HAZARD ASSESSMENT FOR INDIVIDUAL STALL HOLDERS

Organisation name.....

Person in charge .....

Activity	Possible hazard or risk	How to minimise risk	Person responsible for sorting
<i>Example: lolly pop in sand game</i>	<i>Sand in eye of visitor</i>	<i>Bucket of water to clean hands/send to first aider</i>	<i>Person in charge of stall</i>

Completed by.....

Signature.....

Date .....

Please email or post back to Haverhill Town Council prior to the event with your booking form

# **FAMILY CHRISTMAS NIGHT 2018**

## **Stall holders terms and conditions**

All stallholders must have received the terms and conditions prior to the event and have read and understood them, completed the booking form and returned it to the event organiser before the event.

## **Stallholders obligations to Haverhill Town Council**

- To provide the event manager with details of a mobile contact and the number of vehicles used to deliver stall / equipment on site via the Booking Form.
- To provide the event manager with a copy of your liability insurance and risk assessment (where appropriate) prior to the event either in an email to:  
[nick.keeble@haverhill-tc.gov.uk](mailto:nick.keeble@haverhill-tc.gov.uk)  
or by post to:  
Family Christmas Night 2018, Haverhill Town Council, Haverhill Arts Centre, High Street, Haverhill, Suffolk, CB9 8AR.
- To only occupy the pitch allocated to you by the event manager.
- To provide all equipment necessary for your stall. There are no tables or chairs available.
- If you are using a gazebo, you should ensure that it is properly secured / weighted down.
- To make sure your stand is staffed at all times by at least one member of your staff or group.
- To set up at the designated times
- To trade only during the event's designated opening times.
- If requested, to remove stall holder vehicles from the site prior to the designated time unless otherwise permitted and to stick to a 5mph speed limit whilst on site. Vehicles are allowed back on site once clearance is given by a steward.
- To start to dismantle the pitch at the designated time and to leave any rubbish in a tied bin bag at the rubbish collection point identified (additional bags can be provided by site manager if requested).
- To ensure all equipment and fittings are in a safe condition and that any structures are secured against wind.
- Stallholders should have an appropriate fire extinguisher if a risk has been identified.
- To report any issues of event safety, health or well-being to any of the event stewards or event/site manager. Direct any first aid issues, lost children or lost property to the health and well-being tent or ask a member of event staff to radio St John Ambulance or community police who will be in attendance of the event.
- All trade should be conducted in accordance with relevant law / regulations.

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## **Haverhill Town Council obligations to Stallholders:**

- To advertise the event to engage the local community.
- To assess and minimise any risks to health and safety to event staff and any visitors to the event which includes completing risk assessments with a copy be sent to the Borough Council.
- To log any lost property, incidents, accidents and injuries in a record book and report as appropriate.
- To ensure the event as a whole is covered through Haverhill Town Council Liability Insurance.
- To provide event staff to ensure a smooth running of the event to include an events manager, deputy manager, stewards. All with radio contact with each other.
- For the event staff to be easily identified in high visibility vests.
- For all event staff to be briefed at the designated time by the event manager at the health and well- being tent which will be used as a control base and for first aid.
- To debrief all staff following the event.
- To provide bin bags to stall holders, identify a rubbish collection point and arrange collection of rubbish at the end of the event leaving the site clear.
- To identify pitches for stall holders prior to their arrival on site.
- To provide a clearly signed entrance onto the site for stall holders/ providers with direction to pitches by event stewards.
- To make sure the local hospital, council and emergency services are aware of the event.

**Haverhill Town Council will notify applicants and give details of the site of the stall on or before Wednesday 5 December 2018.**