

Haslemere Food Festival 2024
Lion Green, Haslemere
Booking Form
Saturday 21st September, 2024
10.00am to 4.00pm (set up from 8.00am)

Please read this form with care and complete ALL sections clearly

Closing Date for Applications 22nd July 2024

Early Bird Discount for Applications received by 24th June 2024

The following information must be included with your signed form:

- 1) BACS payment for the full amount to Lloyds Bank Sort Code 30-98-97 Account No 78681060 REFERENCE 'FF2024'
- 2) Copy of your current Public Liability Insurance and Food Hygiene Certificate that is valid for the day of the festival
NOTE: Forms received unsigned, without payment or valid Public Liability Insurance will not be considered
- 3) Risk Assessment

Name of Business: _____

Contact Name: _____

Status within Company: _____

Email Address: _____

Business Address: _____

Contact Telephone Number: Business _____ Mobile _____

Contact Name for Market (if different): _____

Please confirm that you have enclosed a copy of your **Product/Public Liability Insurance, Food Hygiene Certificate** (if applicable) and **Risk Assessment** with the application **YES**

General Description of Products to be Sold at the Market

This information is needed to enable effective advertising of the market and to help minimise any potential conflict between producers caused by an overlap of products. Stalls will be allocated based on best combination of products to make for an interesting and varied layout.

Hiring Requirements

Trade/Food Produce Sellers	
No. of Pitches Required _____ Pitches are 3m x 3m with no cover or table at a cost of £100.00 *Early Bird Discount £70.00*(for applications received by 24th June 2024) (If your stall is larger than 3m x 3m, please state required pitch size _____)	£
Catering Pitches (ie, selling hot food are limited in number)	
No. of Pitches Required _____ Pitches are 3m x 3m with no cover or table at a cost of £180.00 *Early Bird Discount £135.00*(for applications received by 24th June 2024) (If your stall is larger than 3m x 3m, please state required pitch size _____)	£
Alcohol Stalls (any stalls/bars selling alcoholic drinks)	
No. of Pitches Required _____ Pitches are 3m x 3m with no cover or table at a cost of £140.00 *Early Bird Discount £100.00*(for applications received by 24th June 2024) (If your stall is larger than 3m x 3m, please state required pitch size _____) (N.B It is your responsibility to apply for a Temporary Event Licence for your stall – see terms and conditions)	£
Gazebos/Mini Marquees – traders will have to supply these themselves. Any gazebos/mini marquees used must be suitably weighted against wind.	
Food Produce Sellers: Name of your Local Environmental Health Department: _____	
Date of your last food hygiene inspection: _____	
Food Hygiene Rating awarded at last inspection: _____ (Food Hygiene Rating 3 or above is required)	

I consent to any of my details being used by Haslemere Events to contact me regarding this and future events. I understand that I may ask for them to be removed at any time. **Please tick box**

Should you have any questions on any section of this form or have a query not covered here please do not hesitate to contact us on 01428 645425 or email: visithaslemere@haslemeremuseum.co.uk.

Terms and Conditions

- Booking for the market does not guarantee acceptance at the market. Priority will be given to stallholders whose business is based closest to Haslemere.
- Full payment must be received prior to attending the market and before your booking can be confirmed. If payment is not received at the time of booking your application will not be processed. Booking fees are not refundable should a booking be cancelled after 1st August.
- You are responsible for adhering to any COVID – 19 rules and regulations which may be in place at the time of the festival.
- You are responsible for meeting all environmental health and trading standards legislation (eg labelling and business name information) If you are uncertain about any rule or whether any product meets the market criteria, please ring Waverley’s Environmental Health Office on 01483 523479 for clarification.
- Waverley’s Environmental Health team will be passed a list of producers attending the market. They may contact you or your local environmental health office to confirm you are following the appropriate health and safety standards for high-risk products. If you have any queries please ring Waverley’s Environmental Health Office on 01483 523479.
- **All rubbish must be removed** by stallholders before the end of the market **or a charge of £100 will be levied**. Any spillage of oil or other products on roads or pavements must be cleared to highway standards by stallholders. **All disposables should be recyclable and contain no plastic.**
- **Stallholders selling alcoholic beverages need to apply for a Temporary Event Notice (TEN) for the sale of alcohol.** After application closing date you will be informed of the pitch number for your TEN application. **Any samples or drinks sold must be in non-glass containers.** Proof of due diligence in respect of licensing requirements may be requested by the licensing authorities.
- The organisers reserve the right to cancel the event if extreme weather conditions persist or other unforeseen circumstances, force majeure or catastrophe mean the running of the event would not be safe or appropriate. In these circumstances fees will not be refundable and by submitting this booking you accept these terms.
- This market is run by volunteers and stall holders are requested to respect this and deal with all queries and concerns with courtesy both before and on the day. Failure to comply may mean you are asked to leave the market.

To ensure prompt processing of your application please:

- complete **ALL** sections of this form
- make a BACS payment for the full amount
- enclose a copy of your **Product/Public Liability Insurance Certificate**
- enclose a copy of your **Food Hygiene Certificate**
- enclose a copy of your **Risk Assessment**
- sign and date below
- return this form to Visit Haslemere, 78 High Street, Haslemere, Surrey, GU27 2LA

I confirm I have read and understood the **Terms & Conditions and made a BACS payment for the above booking.**

Signed: _____ Date: _____

Print name: _____ Business Name: _____