



Christchurch Carnival Guide and Terms & Conditions

Event and Site information

What date & time is the event being held and when can stall holders enter the site?

This year we are holding the event on **Saturday 19th August 2017** from **10am** until **10pm** and **Sunday 20th August 2017** from **11am** until **4pm**.

Saturday 19th— Stallholders will be permitted onto the site, via **Whitehall** (please see attached map of location) from **7am**.

Unless pre-arranged all vehicles must vacate the site by **9am** and will not be permitted back onto the site until after **10pm** and/or the site manager has deemed it safe to do so. All stallholders must vacate the site by **midnight**.

Sunday 20th— Stall holders will be permitted onto the site, via **Whitehall** (please see attached map of location) from **8am**.

Unless pre-arranged all vehicles must vacate the site by **10am** and will to be permitted back onto the site until after **4pm** and/or the site manager has deemed it safe to do so. All stallholders must vacate the site by **6pm**.

PLEASE NOTE: FOR HEALTH AND SAFETY OF THE PUBLIC IT IS NOT PERMITTED FOR VEHICLES TO BE DRIVEN BETWEEN THE HOURS OF THE EVENT (STATED ABOVE).

What if I am unable to trade until the end of each day?

If you wish to leave the site before **10pm** on **Saturday** and/or **4pm** on **Sunday**, it is important that you provide the Christchurch Committee with the time you wish to leave the site, prior to the event as you would be required to walk your belongings to one of the entrances. This will enable us to locate you a suitable pitch location and facilitate your exit.

When entering the site, where will I go?

Upon entering the site, you will be greeted by one of our site marshals who will ask you to put on your hazard lights, keep to a maximum speed limit of 5mph and direct you to the allocated pitch.

All stalls must fit within the pre-agreed pitch area of 3 meter width by 3 meter depth (unless additional area has been purchased).

All stall holders must comply with all instructions and guidance given by the Committee members and marshals.

How much does it cost for a pitch?

The cost of a pitch (3mx3m) is dependant on the type of stall; Commercial, Charity or Catering.

Commercial (Pre-made items sold for the purpose of profit)

Saturday £50 (3X3) any additional space required will be charged £16 per metre.

Sunday £25 (3x3) any additional space required will be charged £8 per metre.

Charity (Pre-made items sold for the purpose of raising money for those in need)

Saturday £30 (3X3) any additional space required will be charged £10 per metre.

Sunday £15 (3x3) any additional space required will be charged £5 per metre.

Catering (Hot or cold food and drink sold for the purpose of profit)

Saturday £100 (3X3) any additional space required will be charged £33 per metre.

Sunday £50 (3x3) any additional space required will be charged £ 16 per metre.

Please note that charity stalls providing catering (Hot or cold food and drink sold for the purpose of raising money for those in need) will be classed as and charged catering rates.

The above cost is per day with no discount for reduced trading hours.

For example:

A catering stall with a size of 5m width and 3m depth, attending both days, will be charged as follows;

Saturday: £100 + (£33 x 2) £66 = £166

Sunday: £50 + (£16 x 2) £32 = £82

Total cost = £248

How do I apply for a pitch?

Applications can be found on the Christchurch Carnival website <http://christchurchcarnival.co.uk/>

When does the application need to be submitted by?

All applications and documentation need to be received by **31st May 2017**, any application received after this day may not be considered.

What happens after this date?

Confirmation will be sent to all stallholders advising if their application has been successful or not. Where applications that have not been successful, details will be kept for future events or in case a pitch becomes available. For applications that have been successful, an invoice will be sent by email, confirming the amount and instructions on how to pay for the pitch.

Payments must be received within 14 days from the date of this email. Failing to provide payment may result in your application being withdrawn.

What documentation is required?

All stalls are required, by law, to provide the following documentation to the stall manager prior to the event by the **31st May 2017**, unless special circumstances have been provided prior to this date.

- Completed application form; providing full details of the stall, contact details and signature.
- Public Liability Insurance for a minimum of £5 million.
- Full Risk Assessment

For stalls providing catering additional documentation is required as follows;

- Food Hygiene certificate
- Local Authority registration containing the full details of the authorising Council
- Gas Safety certificate (if required)

For inflatables (such as bouncy castles) additional documentation/requirement is required as follows;

- ADIPS certificate
- Public Liability insurance for a cover of £10 million.

Can I leave the stall overnight? Is there any security?

For stallholders who are attending both days, it is recommended that you remove your properties overnight as we are unable to provide security of the site. Stallholders remain responsible for the protection of their own belongings throughout the event. The Committee will **NOT** be held responsible for any loss or damage caused to a stallholder's goods, stall or vehicle(s).

Can I use a generator on the site?

For stallholders using generators, the Committee request, for the consideration of the local residents, that all generators are super-silent diesel with drip trays and cordoned off from the public. The Committee also asks that the fuel is kept within a safe environment which is not easily accessible by the public. Generators must be included in the provided risk assessment and suitable fire safety equipment needs be provided.

What cooking equipment can I bring?

It is not permitted to have open fires on the site, however it is permitted to have camping stoves. All cooking equipment needs to be raised from the ground with fire safety equipment provided.

What is provided in the pitch area?

The Committee is unable to provide anything for your pitch. Stallholders are required to bring their own gazebo/marquee. Any structure needs to be weighted and not staked on council land. All marquees should be constructed by a reputable company.

Will there be facilities for removal of rubbish be provided?

The Christchurch Committee will organise rubbish bins on the site, however these are for use of people visiting the site. We kindly ask all stallholders remove their rubbish by the end of each day.

Regulations, responsibilities and cancellations/refunds

Regulations

All stallholders must comply with all by-laws, conditions and regulation specified by Christchurch Borough Council, either generally or specifically for the carnival.

Stallholders must obtain any official licences or permissions for displaying or selling goods or wares and are required to abide by Trading Standards and weights & measures regulations.

<https://www.dorsetforyou.gov.uk/trading-standards>

<https://www.gov.uk/weights-measures-and-packaging-the-law/units-of-measurement>

Responsibilities

Each stallholder agrees to be liable for and to indemnify the Committee against all loss, damage, claims or demands which may in any way arise from the stallholder's presence on the site during the event.

Cancellations/refunds

The Committee reserves the right to withdraw or refuse any application. In these circumstances where a payment has been made, a full refund will be provided.

A refund of fees paid, by a stallholder, will be given only in the circumstances where the event is cancelled, for reasons

attributable to the Committee.

If a stallholder cancels on or before 1st August 2017, **50%** of the total cost will be refunded within 14 days of the notice given. If a stallholder cancels after this date **no** fees will be refunded.

Definition

'**The Committee**' otherwise known as the Christchurch Carnival Committee are an organisation put together of volunteers, for the purpose of raising funds for local charities.

'**The site**' is Christchurch Harbour Quay and Quomps.

'**The event**' is the Christchurch Carnival held over a period of two days including entertainment and parade.

If further guidance is required, please contact stalls@christchurchcarnival.com

For updates and news please follow us on:

@xchurch_carnival & <https://facebook.com/christchurchcarnival/>

