



Christchurch Carnival Guide and Terms & Conditions

The Christchurch Carnival will be held on Christchurch Quay for the duration of two consecutive days to raise funds for local charities.

Event Dates and Site information

- **Saturday 17th August 2019** from **10am** until **10pm** and
- **Sunday 18th August 2019** from **11am** until **4pm**

Saturday 17th— Stallholders will be permitted onto the site, via **Whitehall** 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 18th— Stall holders will be permitted onto the site, via **Whitehall** 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 metre width by 3 metre depth (unless additional area has been purchased). This MUST include any tow hitches of trailers

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 dependent on the type of stall; Commercial, Charity or Catering.

Commercial (Pre-made items sold for 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, or games like hook a duck played to raise 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 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 to raise money for those in need) will be classed as and charged catering rates.

Please note that trading spaces for Sunday are limited and only available to those who have also traded on Saturday.

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/stalls>

When does the application need to be submitted by?

All applications and documentation need to be received ASAP to guarantee your pitch. Previous traders will be given until **31st January** to apply, after this date applications for new traders will be invited. Where possible, we don't duplicate on traders selling the same thing.

Once an application has been received, confirmation will be sent to the stallholder 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 invoice. 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, these should be submitted upon application. Incomplete applications will be returned.

- Completed application form; providing full details of the stall, goods to be sold, contact details and signature.



- Public Liability Insurance for a minimum of £5 million. Existing certificate then renewal if appropriate
- 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 **31st May 2019**, **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, to raise funds for local charities.

'**The site**' is Christchurch 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.co.uk

For updates and news please follow us on:

@xchurch_carnival & [facebook.com/christchurchcarnival/](https://www.facebook.com/christchurchcarnival/)