



Shirley Lions Carnival



SIDE STALL APPLICATION FORM FOR SHIRLEY PARK, SAT 11th JULY 2020

Prices: Businesses - £45 per pitch Non-profit organisations - £25 per pitch Pitch size 4m wide by 6m deep
Catering - £65 per pitch Pitch size 8m wide by 6m deep **Please give FULL details below of your stall's activities**

NAME / ORGANISATION	
ADDRESS	
NAME OF CONTACT	
EMAIL ADDRESS Please write clearly as this will be used to acknowledge receipt	
TELEPHONE NUMBER	
<i>IF YOU PROPOSE TO SUPPLY FOOD OR DRINK (including ice creams) PLEASE GIVE FULL DETAILS. A RELEVANT FOOD HYGIENE CERTIFICATE <u>MUST</u> BE SUBMITTED WITH THIS APPLICATION</i>	
STALL ACTIVITY Give full details	
Nº OF PITCHES REQUIRED	
ANY SPECIAL REQUIREMENTS	

I / We (Block capitals)

I have read and agreed to the terms and conditions set out in the attached document.

Date Signed

Information supplied with your application form will be used for this Carnival and retained to contact you about future Shirley Lion events. **If you do not wish this information to be retained then please tick here.**

Please return completed form and cheque (payable to "Shirley Lions Club") to:

Lion Sue McNally, 15 Avon Road, Shirley, Solihull B90 4RJ **OR**

Alternatively bank payment can be sent to sort code 16-31-26 account name Shirley Lions Carnival a/c Account no 10174169 quoting stall name and/or organisation. **A copy of the completed application form must then to be emailed to carnival@shirleylions.co.uk**

Note that plots are not secured until both the form and full cleared payment has been received and acknowledged by Shirley Lions. **For Site Access see note 3.2**

For further information phone 0345 833 9547

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Conditions relating to acceptance of entries.

1. Applications

- 1.1. All applications will be at the discretion of the Club and may be accepted or refused at any time.
- 1.2. A full postal address for correspondence must be provided by every entrant.
- 1.3. The event is intended to benefit the community by providing facilities for exhibitions, display and similar and benefit charities.

2. Siting

- 2.1. Sites will be allocated in such positions and in such order as the Club sees fit.
- 2.2. Each plot available for a stall will be 6m deep. **If more depth is required prior approval must be obtained. If more width is required then an additional pitch must be pre booked.**
- 2.3. Any dispute between stallholders as to the position of any site will be determined by the Club whose decision will be final.
- 2.4. The Club does not warrant that the site is suitable for any purpose.

3. Reception

- 3.1. Only stallholders who have paid in advance and received acknowledgement, will be allowed into the Carnival enclosure.
- 3.2. The **only access** to the park will be from the **Richard Lewis Way** entrance (the road between Saracens Head and Shipways), open for stallholders to set up from 09.30 until 11:30am after which time vehicles will not be allowed to enter the park.
- 3.3. Vehicles must use hazard lights whilst driving within the park and proceed at walking pace.
- 3.4. Vehicles must be removed from site by 11.45am
- 3.5. Car parking for **stallholders only** – behind each stall - one car per pitch.

4. Clearance

- 4.1. Stallholders will be held responsible to make good any damage to the ground.
- 4.2. In the interests of safety no stalls are to be dismantled before 4.30pm.
- 4.3. All stallholders are responsible for clearing their pitch and putting rubbish in the skip provided.

5. Equipment

- 5.1. All stallholders must provide their own tables, chairs and gazebos.
- 5.2. Where appropriate, stallholders should provide fire extinguishers and comply with relevant safety laws and regulations.

6. Conduct

- 6.1. All stallholders must comply with all Public Health and Food Hygiene requirements where applicable.
- 6.2. If food is being sold a relevant food hygiene certificate **MUST BE SUBMITTED FOR INSPECTION**.
- 6.3. Other than the approved Beer Tent **NO** alcohol can be brought into or consumed in the park or used as prizes.
- 6.4. No articles, posters or pamphlets can be sold or distributed except from a permitted stand or by prior consent with the Club.
- 6.5. Toilets are provided but stallholders must satisfy themselves as regards their adequacy.
- 6.6. All children attending must be properly supervised by a responsible adult(s).
- 6.7. All takings on your stall on the day will be retained by your organisation.

7. Risk Assessment

- 7.1. A thorough risk assessment must be carried out by 1st June and where appropriate a copy submitted to the organisers so that any actions can be carried out to minimize risk to all attending the event.

8. Liability, Safety and Security

- 8.1. The Club, its members and officers will not be responsible for any accident, damage or loss that may occur to any entrant or other person or to any animal or article while entering, remaining on, or leaving the park.
- 8.2. The Club is not responsible for any damage to any stand or loss of exhibits or articles.
- 8.3. Stallholders must ensure safe working practices for themselves and all other persons.
- 8.4. The Club reserves the right to require the immediate removal of any article or structure which in its discretion is or may be a danger or hazard to any person and may remove it forthwith.

9. Stall activity

- 9.1 The Club is seeing an increase in requests for the same type of stall and although such stalls are spread around this can cause ill feeling. **Therefore there will be a restriction on the number of 'similar stalls'**. In these Conditions reference to 'Club' means Shirley Lions Club of Lions Clubs International and 'Park' means Shirley Park, Shirley, Solihull and any relevant adjoining or neighbouring areas.