

Event Booking Form 2020

Details
Name of Business/Organisation/Charity:
Contact full name:
Address:
Postcode:
Contact number:
Email:
I have attended a HDC event before? Yes <input type="checkbox"/> No <input type="checkbox"/>
I prefer email correspondence? Yes <input type="checkbox"/> No <input type="checkbox"/>

In the capacity of:

Commercial Stallholder <input type="checkbox"/>	Please state lines offered / what you will be providing?
Charity / Community group <input type="checkbox"/>	Please state lines offered / what you will be providing?
Entertainment provider <input type="checkbox"/>	Please state lines offered / what you will be providing?

I wish to attend the following event:

Please note: Bookings will be accepted no later than 4 weeks prior to the event.

Easter Sunday Funday Sunday 12 April 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
Robin Hood Day Sunday 7 June 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
The Happiness & Wellbeing Festival Saturday 25 July 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:

The Happiness & Wellbeing Festival Sunday 26 July 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
The Happiness & Wellbeing Festival Monday 27 July 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
Harvest Festival Sunday 27 Sept 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
Christmas Craft Fair Saturday 21 Nov 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:
Christmas Craft Fair Sunday 22 Nov 2020	3m area £20	Quantity:	Registered Charity £10	Charity Number:	Non-profit community stand £0	Quantity:	Total £:

Overall total:

Requirements	Please fill in details
I have valid public liability insurance appropriate to the nature of my activities. (Please provide a copy)	Yes <input type="checkbox"/> No <input type="checkbox"/> Insurance expiry date:
Type of stall	Gazebo <input type="checkbox"/> Trailer/Unit with driver side hatch/awning <input type="checkbox"/> Trailer /Unit with passenger side hatch/awning <input type="checkbox"/>
I have a trailer or large equipment which requires: metres of space including tow bars and canopies	Height: Width: Depth:
I have a:	Canopy <input type="checkbox"/> Tow bar <input type="checkbox"/> Other:
I will be using a silent generator(s) ¹ Please note using propane/butane gas or exposed batteries is prohibited. Generators should be diesel.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I will be arriving in the following vehicle type:	Car/van <input type="checkbox"/> Transit van <input type="checkbox"/> 7.5 Tonne lorry <input type="checkbox"/> Artic Lorry <input type="checkbox"/>

Requirements	Please fill in details
Special location requests (We accommodate where possible but this is not guaranteed)	
For the HCP Birthday celebrations, there will be staff on site for 48 hours including overnight. Please indicate whether you will equipment/stall overnight	

¹ Please note electricity is not necessarily available or guaranteed onsite, stallholders should be self-sufficient.

I have read all of the information contained within this Event Booking Form and confirm that the information I have provided is correct to the best of my knowledge. I agree to the terms set out by the organizers and that failure to comply with these terms or operate safely may result in prohibition from the event.

Print/sign name:

Date:

Your information will be retained in accordance with the Council's data protection policy for the purposes of processing your booking requests and providing necessary joining instructions. In addition, please state whether you consent to Huntingdonshire District Council retaining your contact information in order to:

- Contact you regarding booking for next year's events Yes No
- Include your organisation or business in event promotional material and online incl. photos Yes No
- Share your information with the event organising committee for the purposes of planning Yes No
- Contacting you regarding advertising in the promotional brochure Yes No

Once you have completed your form, please either

Email: hinchingbrookecountrypark@huntingdonshire.gov.uk or

Post: Events Team, Hinchinbrooke Country Park, Brampton Road, Huntingdon, Cambs, PE29 6DB

You will receive confirmation that we have received your booking within 2 weeks. Should we require further information we will contact you.

You will receive a Welcome Pack after the closing date and 10 days prior to the event. If you have a query in relation to completing this form please email: hinchingbrookecountrypark@huntingdonshire.gov.uk

Please note: Should you no longer wish to attend an event you must inform the council 10 working days prior to the event date. Booking fees will not be refunded to

stall holders who do not give at least 10 days' notice or fail to turn up on the day. Failure to inform the council at least 10 working days before the event may result in a £50 cancellation fee.

Checklist: Your booking will only be confirmed upon receipt of the following. Not providing all the required information by the event closing date will result in you not being able to attend the event. We will require the below to secure your booking. Please tick those that you have provided:

I enclose a cheque for £ payable to Huntingdonshire District Council (please write name & event(s) on the reverse)	<input type="checkbox"/>
I have paid by BACS to: Huntingdonshire District Council Account No: 04815939, Sort Code: 60-11-30, Account Name: Income Suspense Please use the payment references as follows: 3004119100155013 Please provide the Account Name from which you have made payment and date of BACS payment: Account Holder Name: Date of Payment:	<input type="checkbox"/>
I enclose a quotation for £ for the cost of services I will provide	<input type="checkbox"/>
I have provided a copy of my valid £5m public liability insurance or valid NMTF membership. (£10m PLI may be required for some fun fair and inflatable equipment.)	<input type="checkbox"/>
I sell or offer food and have completed the event food safety questionnaire in part 3 and any required documentation.	<input type="checkbox"/>
All of my electrical equipment meets the British health and safety standard and will have a valid PAT test on the date of the event.	<input type="checkbox"/>
I have provided my risk assessment for the activities that I will be undertaking.	<input type="checkbox"/>
I have provided my fire questionnaire or risk assessment for the activities that I will be undertaking.	<input type="checkbox"/>
I intend to provide gambling.	<input type="checkbox"/>
I will be using inflatable or mechanical equipment I enclose evidence that it has been certified as fit for use by a competent body e.g. PIPA inflatable play inspection, and meets British Safety Standards.	<input type="checkbox"/>
I will be using equipment suitable for outdoor use that will be safely anchored and secured, and meets the British Standards for being fire retardant. Please note this includes all own stall equipment.	<input type="checkbox"/>
I intend to sell or provide alcohol other than in a raffle or tombola and agree to abide by the mandatory license conditions.	<input type="checkbox"/>
I intend to sell tickets for a raffle or tombola	<input type="checkbox"/>

PART 2: IMPORTANT TERMS FOR TRADERS ATTENDING FOUR SEASONS EVENTS

(Please read and keep)

If you have any specific needs or requirements, you **MUST** advise us at the time of booking and we will try our best to meet your request. In addition to the current 'Code of Conduct' operated by Huntingdonshire District Council (copy available on request), the following rules apply to HDC events. By making the booking you agree to comply with these rules and any other condition that HDC may see fit.

1. All food traders must be aware of and comply with all UK food regulations. Environmental Health Officers may visit the stall during the day to ensure compliance with Food Safety requirements. The Food Hygiene Rating Scheme level achieved must be 3 or above and clearly displayed.
2. All traders must be aware of, and comply with, all U.K. Consumer Protection Regulations. Huntingdon District Council supports the National Shoppers Charter and all sales must be made under these terms.
3. No Licensable activity is allowed without prior permission from HDC. (These activities include the selling of Alcohol or holding some types of Lottery or Tombola).
4. Stallholders are not permitted to sell or provide live animals to the public.
5. Traders must leave the site no later than 2 hours after the event close.
6. All traders must provide evidence of Public Liability Insurance upon request.
7. Equipment must be suitable for outdoor use, safely anchored and secured, and meet the British Standards for being fire retardant.
8. Equipment must be safe and operated according to the manufacturer's instructions by a competent and, if applicable, qualified person.
9. Equipment must conform to British Safety Standards.
10. No site generators using propane/butane gas or exposed battery supplies will be allowed.
11. No uncovered trailing cables will be allowed in areas where the public have access.
12. During the erection/dismantling of stalls traders must ensure the safety of the public.
13. Conflict with other traders is not permitted.
14. Traders must be flexible during arrival and departure times to allow access to neighbouring stallholders. Any disputes will be resolved by the site manager, whose decision must be complied with immediately.
15. All traders must comply with a 5 m.p.h. speed limit whilst within the event area. When parked ignition keys must be removed from vehicle.
16. Pedestrian aisles or vehicle access routes within the event area or to any residential or business premises outside must not be obstructed by traders.
17. Traders must not obstruct access for emergency vehicles.

18. All waste material produced during the day must be kept within the confines of your stall and taken home with you. Please report any debris or spillages in the aisles etc. so that the area can be cleansed to prevent accident or injury.

a) Any materials held on or around your stall must not be of a type to create additional Health and Safety problems. No bottled gas, fireworks, solvents, toy weapons etc. may be kept on any stall.

b) Any trader selling goods that may contain substances that are hazardous to health (the range is very wide, including everyday items such as glue or paint), must provide a data sheet and where appropriate a COSHH assessment.

19. All goods offered for sale must be genuine products and not subject to challenge by Trading Standards Officers. Where applicable the goods should carry the "CE" mark or label. Unsafe toys or accessories, or "cloned" (fake) goods are not allowed. Infringements will be reported to Trading Standards or other agencies as is appropriate.

20. Always be polite and courteous to members of the public and business people. Please advise the Event Manager should conflict occur. In the event of any potentially serious situation occurring contact the site manager, a steward, or the Police.

21. Please note that there will be a total ban on vehicle movements during the event opening times and by booking you agree to comply with this restriction (please ensure all your assistants are aware of this).

22. Mandatory Conditions: Premises License – Sale by Retail of Alcohol

a) No supply of alcohol may be made under the premises license:

i) at a time when there is no HDC designated premises supervisor in respect of the premises license, or

ii) at a time when the HDC designated premises supervisor does not hold a personal license or his/her personal license is suspended.

b) Every supply of alcohol under the premises license must be made or authorized by a person who holds a personal license.

23. Mandatory Conditions: Premises License – Irresponsible Drink Promotions

a) Carrying out, arranging or participating in any irresponsible promotions in relation to the premises are not permitted.

b) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:

i) games or other activities which require or encourage, or are designed to require or encourage, individuals to:

(1) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorized to sell or supply alcohol), or

(2) drink as much alcohol as possible (whether within a time limit or otherwise);

- ii) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - iii) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - iv) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on:
 - (1) the outcome of a race, competition or other event or process, or
 - (2) the likelihood of anything occurring or not occurring;
 - v) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
24. Mandatory Conditions: Premises License – Dispense of Alcohol
- a) No alcohol is to be dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
25. Mandatory Conditions: Premises License – Provision of Free Tap Water
- a) The authorized person shall ensure that free tap water is provided on request to customers where it is reasonably available.
26. Mandatory Conditions: Premises License – Age Verification Policy
- a) Individuals who appear to the responsible person to be under 25 years of age should be requested to produce on request, before being served alcohol by the authorized person, identification bearing their photograph, date of birth and a holographic mark.
27. Mandatory Conditions: Premises License – Measures of Alcohol the authorized person shall ensure that:
- a) Where any of the following alcoholic drinks are sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i) beer or cider: ½ pint;
 - ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii) still wine in a glass up to 175ml
 - b) Customers are made aware of the availability of these measures.
28. Mandatory Conditions: Exhibition of Films
- a) Where the film classification body is specified in the license, unless 22(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

- b) Where:
- i) the film classification body is not specified in the license, or
 - ii) the licensing authority has notified the holder of the license that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by the licensing authority.
- c) In this section: 'children' means persons under 18, and 'film classification authority' means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984.
29. Operators to comply with all existing health and safety requirements, regulations and bylaws.
30. No sale of alcohol to be made to anyone displaying drunken or aggressive behaviour.
31. No sale of alcohol to be made to children.
32. Proof of age cards to be produced to prevent the sale of alcohol to children. No material unsuitable for children.
33. No material unsuitable for children

Part 3 – FOOD SAFETY QUESTIONNAIRE

In order to ensure the safety of the public, we require some more information from you if you intend to provide food. Please complete the following sections, failure to provide relevant information may result in your application being declined:

Section 1:

In what capacity will you be serving food?

- Commercial food or catering operator, including home businesses.
(Please complete all sections)
- I am working on behalf of a charity or community group as stated in Part1 Q3, and/or as a one off caterer. (Skip to Section 3 and please read the FDC advice leaflets provided)

Section 2:

Food Business Trading Name as it appears on this website: ratings.food.gov.uk or Organisation name:

Name of Food Business Operator (The person running the business):

Registered address of Food Business:

Food Business Phone Number (essential):

Email address for food business:

Name and address of the Local Authority with whom your food business is

Section 2:
registered:
When was your last food safety inspection?
What was the food safety rating given? (ratings of 0 – 2 will be declined)
For how long (months, years) have you had this catering operation?
Has the company implemented a written food safety management system? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then this and all verification/monitoring records must be made available at the market or event. Note: This may be in the form of a Safer Food Better Business Pack.
How will you be monitoring and recording the temperatures of any high-risk food (hot and cold) being stored and displayed for service?
Position within the Business: Signature:
Checklist: I have enclosed a photocopies/attach a scan of all food hygiene training certificates for food handlers <input type="checkbox"/> I have enclosed a photo copy/attach a scan of the relevant gas safety, (GAS SAFE REGISTER) and /or electrical certificates for my stall/mobile catering unit <input type="checkbox"/> I have enclosed a current risk assessment including fire risk assessment for my stall/mobile catering unit <input type="checkbox"/>
How many food handlers will be working at the event?
What levels of food hygiene training have the food handlers received?
What do you intend to bring onsite? Stall or table <input type="checkbox"/> Mobile Catering vehicle <input type="checkbox"/> Purpose Built Unit <input type="checkbox"/> Other, please state: <input type="checkbox"/>
Please list the main types of food or drinks to be prepared or offered for sale:

Section 2:

Which of the following will be brought on site?

Refrigerator(s)

Freezer(s)

Cooking Hob(s)

Microwaves

Oven(s) Grill(s)

Sink(s)

Hot water supply to sink

Wash hand basin(s)

Hot water to hand basin

Soap and hand drying facilities

Will you have a first aid kit in you unit or stall? Yes No

Please indicate which power source will be used by your stall/mobile catering unit.

LPG Cylinder

Electrical generator

None

Other

How will fresh or drinking water be provided at the unit/stall?

Will any food be prepared or stored in a place other than the catering unit/stall?

Yes No

If so please provide details of locations e.g. address of where food will be prepared:

Name of person completing questionnaire:

Thank you for providing this information. If you have a query in relation to completing this form please email: hinchingsbrookecountrypark@huntingdonshire.gov.uk