

CORFE MULLEN CARNIVAL

PITCH BOOKING FORM and RISK ASSESSMENT Corfe Mullen Carnival, Saturday 8th June 2024

Important Terms and Conditions

1. Stall Holders and traders are responsible for providing their own Public Liability and Employers Insurance to cover the 24 hours of the event day. The stall holder/trader is required to provide evidence that they have the appropriate level of insurance cover and that the policy is current.
2. Copies of event specific risk assessments and method statements will be required by the Corfe Mullen Carnival no later than 26th May. Please email completed form to stallbookings@corfemullencarnival.com.
3. It is incumbent on the stall holder/trader to ensure that personnel working for or assisting with the activity of the stall are made aware of the content of the Risk Assessments & Method Statements (RAMS).
4. The Carnival committee reserves the right to carry out compliant inspection of stalls or activities on Carnival day. Failure to comply with any of the requirements listed above may result in the stall/activity from not being permitted to operate. If such an event arose there would be no refund of the pitch fee.
5. Please indicate on the booking form if your stall/activity is in any way restrictive (*i.e.* disabled people are unable to participate). Please also indicate the reason for the restriction.
6. The recreation ground will be open to stall holders from **10:00 am to 12:00 noon**. Stallholders are asked not to arrive before 10:00 am and to ensure the setting up of the stall is completed by 12:00 noon. Please ensure your pitch number is printed and displayed in your windscreen. (This will be emailed to you prior to the event) The recreation ground will be open to the public from 1:00 pm.
7. All Stall Holders are required to comply with all Environmental Health & Safety Regulations relevant to the event.
8. Food vendors will be required to provide evidence that they have in place the appropriate food hygiene licenses and have the facilities to be compliant. Please email copies to stallbookings@corfemullencarnival.com
9. Stall holders/activities requiring LPG or similar gasses and other fuels must ensure that the measures regarding location and safe storage of the gas is included within the specific RAMS.
10. Stall holders utilising gas and other fuel-powered appliances must have the appropriate and up to-date fire extinguishers available and confirm that their staff/personnel are trained in the operation of such equipment.
11. **All vendors and stallholders are to remove and dispose of their waste materials and litter from the events ground at the end of the day. No waste bins will be provided for the use of the vendors.**
12. Vehicles that are located anywhere on the events ground will not be permitted to move or leave the area between 12:30 pm and 5:30 pm.
13. It is incumbent on the individual booking the pitch that they ensure that all vehicles associated with their activity do not exceed 5 MPH when travelling anywhere at the Corfe Mullen recreation ground.
14. Pitches are available in two widths: three metres or four metres. Please indicate the size required when booking and note that pitches will be allocated on a first come, first served basis.
Each pitch has sufficient depth to park **ONE CAR ONLY** (note condition 12 above). The stall/activity operator will be responsible for providing tables, chairs, water, electricity, fencing etc. Absolutely NO materials, fuels or consumables will be provided by the Carnival Committee.
15. Payment via bank transfer (Please see page 4 for bank details). All Cheques are to be made payable to 'Corfe Mullen Carnival'
16. Please ensure email is provided on Page 2 or enclose a stamped SAE if a receipt/acknowledgement is required

PITCH BOOKING FORM

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You can complete the form below by using the Fill & Sign tool in Adobe Reader's Tools menu to enter text in the boxes below. You can then save the completed form email to the Stall Bookings Coordinator stallbookings@corfemullescarnival.com
 To download and install Adobe <https://get.adobe.com/uk/reader>
 More information on Fill & Sign can be found at <https://helpx.adobe.com/uk/acrobat/using/fill-and-sign.html>

Organisation Category		Fee
A	Charity	£15 (Fifteen Pounds)
B	Small Non-Trader	£25 (Twenty-five pounds)
C	Trader	£70 (Seventy Pounds)
D	Food Trader	Price on request
E	Large Trader	Price on request

Note: Standard pitch size is 4 metres wide x 8 metres deep (Larger pitches available upon request extra charges apply)

Description of stall(s)		
Number of pitches required		
Organisation Category <i>(Please select) A – E from list above</i>		
Name of Organisation		
Charity Number <i>(where applicable)</i>		
Contact Name		
Contact Address		
Contact Telephone Number		
Contact Email		
Amount Paid/Enclosed	£	(Bank Details on page 4)
Are there any restrictions to access on your stall/activity?		
If access restrictions apply please state what the restriction is and why		

By signing this form the stall holder/trader agrees to comply with the terms and conditions on page 1	Signature	
	Print Name	
	Date	/ /

RISK ASSESSMENT FORM

Please complete this form, or provide Risk Assessment in your own format

1. When completing the assessment please consider all activities associated with your participation in the procession and list what risks exist – *e.g.* effect of strong winds on gazebo or equipment.
2. Identify who is at risk – *i.e.* your own group, helpers, members of the public, other entrants etc.
3. Finally identify the measures you intend to implement to remove or mitigate the risk.
4. Please simply copy this page if more space is required and return it with your booking form.

Please use BLOCK CAPITALS

Name (as per Pitch Booking):	
Address:	
Name of Person Responsible:	
Signature:	
Date Assessment Undertaken:	/ /

What is the risk	Who is at risk	Control measures to minimise risk

Payment method:

Details for Bank transfer:

<i>Account Name:</i>	Corfe Mullen Carnival Committee
<i>Bank:</i>	Barclays Bank, Broadstone, Poole
<i>Sort Code:</i>	20-68-79
<i>Account Number:</i>	60028991
<i>Reference:</i>	<i>Your business name</i>

Please return all completed forms to:

Tom Gosling- Stall Bookings Coordinator
Email: stallbookings@corfemullescarnival.com

Tel: 01202 692769

FORMS AND PAYMENTS RECEIVED AFTER 4TH MAY 2024

WILL NOT BE GUARANTEED PITCH ALLOCATION

Checklist:

Read and understood Terms and conditions on page 1

Emailed copies of Public and employers liability insurance

Completed page 3 of this form or emailed copies of own Risk assessment and method statement

Emailed copies of Food hygiene license (Food vendors only)

Made payment for pitch