

## Hamsterley Hoppings 5, Stall Application Form

1) Stall Name :

2) Contact Details

Name:

Address:

Telephone:

Email:

Are you a    Charity     Business     Community Stall

(A Community stall can include a stall staffed by volunteers to raise funds for Charity or other organisations e.g. stalls to raise funds for a School)

3) Stall Requirements

Number of pitches required (1 pitch is 3m x 4m)

Number of tables required

Number of chairs required

Do you prefer to be indoors ?                      Yes     No

Please note: No electricity is available to outdoors stalls. If you require a shelter e.g. gazebo, you will need to bring this yourself.

4) Hygiene Certificates

Are you proposing to sell food? (Either cooked on site or prepared beforehand)

Yes     No

If yes, you will require one of the people involved to have a Hygiene Certificate.

**Please include a copy with your application.**

5) Public Liability Insurance

### **Business and Charity Stalls**

County Durham Safety Advisory Group require The Hoppings to ensure that all business and charity stalls have Public Liability Insurance with a minimum cover of £5 million. **Please include a copy of your insurance schedule /evidence of payment.**

How much does it cover you for?

### **Community Stalls**

You will be covered for public liability under the Hoppings Insurance. This includes the sale of any edible products. **You do not need to provide insurance.**

## 6) Generators

Will you be bringing a generator on to site Yes  No

**If yes, the generator will need to have a current PAT Test Certificate.**

**Please supply copy**

Please Note : We are unable to provide electricity for outdoor stalls.

## 7) ADIPS / PIPA`S

Those of you bringing inflatable play equipment ie; Bouncy Castles or similar will need to provide evidence of up to date licences for the above.

## 8) Vehicles

Will you be bringing a vehicle on site to set up? Yes  No

**(If yes, the vehicle will need to be off site before 11am)**

Will you require a vehicle to be on site at all times? Yes  No

If yes , what is the approximate size of the vehicle?

**NB: If you require a vehicle on site during the event you will not be able to leave before 5pm**

## 9) Fees

Charity and Community Stalls : **£12.00 per pitch**

**(e.g. two pitches = 2 x £12 = £24)**

Business Stall: **£ 30.00 per pitch**

**Please include fee with form when sending.**

PLEASE MAKE CHEQUES PAYABLE TO HAMSTERLEY HOPPINGS

## 10) Checklist

Have you included?

Hygiene Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Evidence of Public Liability Insurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
PAT test certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
ADIPS/PIPS licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Your fee	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Send to:

**Julianne Weir 4 Saunders Avenue Hamsterley Bishop Auckland DL13 3QA**

**Tel No : 01388/488187**

Hamsterley Hoppings is a community event organised by volunteers. Whilst we endeavour to meet the requests identified above e.g. chairs, it may not always be possible. Fees are non-returnable. If you are unable to provide the relevant documentation before the event then we are unable to permit you to set up. Following setting up on the day, we have to conduct a health and safety check of the site. If issues are identified we would appreciate your cooperation in rectifying them. If issues cannot be resolved we may need to close the stall. We look forward to you attending and hope you enjoy the day!