



**TRADER**

**APPLICATION FORM**

Saturday 2<sup>nd</sup> & Sunday 3<sup>rd</sup> June 2018

(Saturday 10am – 5pm)

(Sunday 10am – 4pm)

*Traffic Free High Street \* Designated Off-site Trader Parking \**

*Entertainment \* Cookery Demos \* Kidz Kitchen*

**[www.highcliffefoodfestival.co.uk](http://www.highcliffefoodfestival.co.uk)**

# Inclusive Cost for Both Days

# 1

	Pitch size	Cost for 2 days	Delete as required
<b>FASTFOOD/ALCOHOL TO CONSUME RETAILERS</b>			
Standard pitch	3m x 3m	£250	YES / NO
Vehicular pitch	3m x 3m	£300	YES / NO
Corner pitch	3m x 3m	£300	YES / NO
Extra metres ( <i>up to a max pitch size of 6 metres</i> )		£60 per metre	YES / NO
<b>NON-FAST FOOD/ALCOHOL TO TAKE HOME RETAILERS</b>			
Standard pitch	3m x 3m	£175	YES / NO
Vehicular pitch	3m x 3m	£225	YES / NO
Corner pitch	3m x 3m	£225	YES / NO
Extra metres ( <i>up to a max pitch size of 6 metres</i> )		£50 per metre	YES / NO

# 2

## POWER

Electricity is not available but it may be possible to bring a small silent diesel generator

- 
- I would like to bring a generator YES / NO
- The size of my generator is W =    L =
- I will have the appropriate fire extinguisher on display and available at all times YES / NO
- My generator fits within the space booked YES / NO

# 3

<b>ADDITIONAL REQUIREMENTS</b>	Cost for 2 days	Delete as required
Trader parking on both days	£10	YES / NO
Temporary Event Notice (TEN) – for all alcohol sales	INFO TO FOLLOW	YES / NO
<b>TOTAL COST</b>	<b>£</b>	

# APPLICATION FORM

**Trading Name:** .....

**Your Full Name** .....

**Company Address:** .....  
.....

**Postcode:** .....

**Tel nos:** .....

**Email:** .....

**Signature:** .....

**Date:** .....

**Produce/Goods being sold:**

Please ensure all produce/goods are listed and attach a separate list if necessary.  
Fast Food traders must include their full menu.

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# Food Hygiene and Health & Safety

If you are selling any type of food or drink this section **MUST** be completed.

*(Delete options as required)*

## 1) DETAILS OF STALL

Name of Stall/Business:

Contact Name:

Contact Number:

Address:

Brief description of good you intend to sell:

Will you be cooking on the day?:

**YES/ NO/ Reheating**

If Yes.. What?

## 2) REGISTRATION AND INSURANCE

Local authority with which you are registered:

Date of last inspection:

Do you have Public Liability Insurance for £5m minimum per claim?:

**YES / NO**

I have enclosed a copy of my current certificate:  
*(bookings cannot be accepted without this)*

**YES / NO**

## 3) REQUIRED DOCUMENTATION

It is likely that your stand will be inspected on the day by an officer from the Council's Environmental Health Department and the Festival's Health & Safety Officer. Please indicate below and ensure you have with you the following documentation:

Documented Food Safety Management System i.e. HACCP:  
or Safer Food Better Business.

**YES / NO**

Temperature Control Monitoring Record Sheets:

**YES / NO**

i.e. for refrigerated storage & probe checks for cooked foods.

Gas & Electrical Safety Certificates:

**YES / NO**

Do you have a Dorset Guidance Pack for mobile food vendors?

**YES / NO**

Do you have a Health & Hygiene rating?

**YES / NO**

If yes to the above, how many stars?

.....

I require a Temporary Event notice (TEN) (if selling alcohol)

**YES / NO / N/A**

Please ensure you have adequate supplies of hot water for washing-up, cleaning surfaces and hand washing. You are reminded that you have a duty to comply with relevant Food Hygiene and Health & Safety Legislation and you should have a copy of the Dorset Mobile Food Vendor Guidelines; failure to comply may result in your stall being prevented from trading.

For further Information or advice regarding Food Hygiene or Health & Safety please contact Christchurch Council's Environmental Health Department **01202 495000**

## Payment Methods

Payment is required by bank transfer and must be made into the Festival bank account **within 7 days of confirmation of your booking.**

**Failure to do so will result in your booking being cancelled.**

**Bank:** NatWest  
**Sort code:** 80-22-60  
**Account:** Highcliffe Events Management  
**Account nos.:** 13841967  
**Reference:** Your trading name

## Applications

Applications and supporting documents may be sent:

By e-mail to: **keaneventshff@gmail.com**

Or by post to:

**KEAN EVENTS  
9 THE COPSE  
29B SAXONBURY ROAD  
BOURNEMOUTH  
BH6 5FL**

**PLEASE NOTE: Applications will not be accepted unless the following check list is completed and all relevant documentation is included with your application.**

**Failure to do so will result in your application form being returned to you.**

**DO NOT SEND YOUR APPLICATION FORM BY RECORDED DELIVERY  
AS THIS MAY DELAY YOUR APPLICATION**

**THE CLOSING DATE FOR APPLICATIONS IS  
FRIDAY 30 March 2018**

**[www.highcliffefoodfestival.co.uk](http://www.highcliffefoodfestival.co.uk)**

# Trader Checklist

The following documentation is required to support your application.

Please complete the following sections by ticking where applicable to show you conform to the festival requirements:

- I enclose an image of my trading stand
- I enclose an image of my food/drink/products
- I enclose a full menu list (Fast Food only)
- I enclose a valid copy of my public liability insurance for a minimum of £5m
- I enclose a copy of my Risk Assessment
- I enclose a valid copy of my Gas & Electrical Safety Certificates (if applicable)
- I enclose a valid Food Hygiene certificate (if applicable)
- I confirm I will be trading within the space booked (*tow bars must be included within the space*)
- I would like to bring a small diesel generator and it fits within the space booked
- My stand includes a tow bar
- I trade from a vehicle and I need access from the **RIGHT/LEFT**
- I agree to be responsible for my own litter and I will provide a bin and black refuse sacks for my stand
- I will have an adequate in-date fire extinguisher on my stand
- My gazebo is made of flame retardant fabric to BS 5852 standard

SIGNATURE: .....

DATE: .....