



# Gala Night - Friday 24 November 2023

## Stall / concession request

Name of charity / group / business			
Charity Number / Company number			
Goods to be sold / purpose of stall / type of ride			
Name of contact			
Address of contact			
Telephone			
Email			
Preferred area on Station Road			
Gazebo requested*	Yes/No	*Stall holders will need to bring their own power supply, LIGHTS, table (& gazebo) if required. Gazebos <b>may</b> be available for hire at an additional cost of £10	
Details of public liability insurance	Insurer name, policy number, amount of liability		
Will the stall:	use portable electrical devices?	Yes/No	If YES you must supply copies of relevant PAT certificates.
Will the stall:	use gas or gas equipment?	Yes/No	If YES you must provide a copy of the relevant gas safe certificates.
Will the stall:	include any kind of fairground ride?	Yes/No	<b>If YES you must supply copies of appropriate inspection certificates from ADIPS Ltd.</b>
Will the stall:	sell food of any kind?	Yes/No	If YES, provide the name of the Local Authority with which the business is registered.

Please email the completed form to [Gala@desboroughtowncouncil.gov.uk](mailto:Gala@desboroughtowncouncil.gov.uk)

The fee for local charitable organisations and local small businesses is £15. Commercial stalls and fairground attractions will be £25 to £50 depending on size of pitch, organisation, and type of stall.

Payment should be made **in advance** to Desborough Town Council:

BACS to Unity Bank: Account name: Desborough Town Council  
Sort code: 60-83-01 Account no: 20408996

Desborough Library Building, High Street, Desborough, NN14 2QS

[www.desboroughtowncouncil.gov.uk](http://www.desboroughtowncouncil.gov.uk)  
[Gala@desboroughtowncouncil.gov.uk](mailto:Gala@desboroughtowncouncil.gov.uk)



#### Confirmation

Applications will be acknowledged by email but will not be confirmed until the fee is paid.

#### Pitches

Pitches are on the road / footpath and are not supplied with power or water. If electricity is required, please supply your own generator and follow the correct safety guidelines. The cost of a 3m by 3m (approx) pitch is dependant on what you are selling and will be confirmed on receipt of your application. As a guide, local charitable organisations and local small businesses should expect to be charged £15. Commercial stalls will be £25 to £50 depending on size of the pitch, size of the organisation, and type of stall. Exhibitors will be expected to provide their own stalls. However, a limited number of gazebos will be available for hire at a cost of £10.

#### Health and Safety

- (1) Food sellers must show that they comply with food hygiene laws, and provide copies of relevant certificates, registrations, and food safety management system.
- (2) No inflatable rides will be allowed.
- (3) Stallholders and their staff / volunteers must comply with any health and safety instructions issued in advance or at the event.
- (4) Any stallholders using gas must provide a copy of relevant Gas Safe certificates
- (5) Any stallholders using electrical devices must supply copies of relevant PAT certificates.
- (6) Any stallholder may be asked to provide a copy of their written risk assessment in advance.
- (7) Ride operators must provide a copy of appropriate inspection certificates from ADIPS Ltd.

#### Booking

No booking is confirmed unless confirmed formally by the Town Council. Please complete the application form and return to the address below.

Payment is required by bank transfer to Desborough Town Council:

Unity Bank, Sort code: 60-83-01, Acc no: 20408996, Account name: Desborough Town Council

**Payment must be made before 20 November 2023** which is the deadline for accepting bookings. **Please make sure your booking and payment is made prior to this date.**

**Please make sure you use your business / personal name as reference with your payment.**

#### Access

Station Road will be closed from about 17:00 on the evening of the event. Vehicles must be removed by 17:30 and your stall must be ready to trade by 18:00. The event officially closes at 20:00 (depending on weather and attendance) and vehicles will not be allowed back until after the official closure time unless otherwise arranged. All stalls, equipment, rubbish, stock, and vehicles must be cleared from the site by 21:00 when the road will reopen.

#### Cancellation

Stallholders may cancel up until noon on 22 November 2023, where a full refund will be issued. Cancellations after this date will not be eligible for a refund. The Town Council will refund fees paid if the event is cancelled but no payment whatsoever will be made for loss of income, expenses incurred, or any other purpose.

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