

Ross-on-Wye Town Council Christmas Fayre Sunday 1st December 2024

Stallholder application form

Please read the Privacy Notice overleaf and the attached Information Sheet before completing your application.

Your Name/Surname	
Stall Name	
Email	
Website	
Facebook page	
Instagram handle	
Address	
Phone number(s)	
Stall Type / Items for Sale	

Stalls available	N ^o required	Any comments
Standard stall = £50 + VAT <i>(provided)</i>		
Trader's own gazebo = £75 + VAT <i>(limited availability)</i>		
Trader's own trailer = £100 + VAT <i>(limited availability)</i>		

I have read and agree to the terms and conditions described on page 3 & 4

I have included a copy of my public liability insurance with this application and food hygiene certificate (if applicable)

Signed

Date

Privacy Notice for Booking the Christmas Fayre

Your details are held by Ross-on-Wye Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the application.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.

We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- Yes please, I would like to receive communications **by email**
- Yes please, I would like to receive communications **by telephone**
- Yes please, I would like to receive communications **by mobile phone including text message**
- Yes please, I would like to receive communications **by social media including Facebook**
- Yes please, I would like to receive communications **by post**
- No, I would not like to receive any further communications other than for the purposes of this application

Please email pages 1 and 2 of this form to admin@rosstc-herefordshire.gov.uk or send to Ross-on-Wye Town Council, Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN and retain pages 3 and 4 for information.

Information for Christmas Fayre stallholders - Sunday 1 December 2024

Criteria for stalls

The Council will consider the following criteria when accepting applications for stalls:

- They should sell good quality Christmas produce and products, such as toys, books, hand-made/home-made gifts/items, cold foods, sweets/confectionary, drinks, plants, flowers, artwork, metal work, jewellery and crafts, items in keeping with a traditional Christmas Fayre.
- Preference will be given to stall holders whose products will enhance the variety on offer, for example items which are different or unique and therefore improve the event and broaden the appeal. The aim of this is to minimise the duplication of stalls selling the same or similar items.
- The following items will not be allowed: open bottles of alcohol * cleaning products * slimming products * tobacco * tattooing * body piercing * smoking related items such as vaping or drug related paraphernalia * live fish, birds or animals* weapons (fake or replica) in any form * branded cosmetic health or beauty items * and jumble/bric-a-brac.
- Charity raffles/tombola stalls will be limited for the event.

Acceptance of application

The final deadline for receiving applications is **Friday 1st November 2024**. Please note stalls may sell out before this date so return your application quickly. Applications received after this date will not be considered.

Please note that requests to bring your own gazebo/trailer is not guaranteed and will depend on space available. Should this request not be confirmed you will be offered a standard stall which is provided by us.

The Council will notify applicants on the success of their application as soon as possible after receipt at which time payment will be requested.

Confirmation will then be given on receipt of the following:

- Payment for booking
- A copy of Public Liability Insurance, for the minimum amount of £5 million, which covers the date of the event (**the certificate should clearly show policy start date and end date**)
- A copy of any relevant food hygiene certificates

To ease arrival and unloading, stall arrivals will be staggered, applicants will be notified of their entry point and time slot approximately the week before.

Information, Terms & Conditions

- The Event runs between 11am and 5pm.
- Standard size of stall is 8 feet x 4 feet (ca 2.5m x 1.2m) and comes with a table and canopy which will be set up for you prior to your arrival. Chairs are not provided please feel free to bring your own.
- All rubbish must be removed from site and food outlets must provide bins.
- No vehicles (other than emergency services) permitted on site between 10.15am and 5pm.
- Pitches will be allocated by the Council. Requests for slots can be made but are not guaranteed.
- Fees are NON-REFUNDABLE and the event will go ahead in all weathers.
- In the event that the Council has to cancel the event full refunds will be given.
- Lighting is not provided on the stalls so feel free to bring your own. Note, there is no lighting other than the street lighting and no electricity is available on the streets.
- Electricity **will not** be supplied. Should you require power, quiet generators are permitted at most of our outdoor locations. We recommend that generators are fitted with suppression kits to minimize the output.

If you have any queries please email admin@rosstc-herefordshire.gov.uk