

Event Participation Form Guidance

Please complete this form if you wish to attend one of our events as a contributor.

In addition to your important contact details this form gives you the opportunity to tell us about the type of stall or activity you would like to bring to the event. Please attach copies of any related documents requested as this will help us process your application faster.

Food Stalls

For food business (including stalls selling sweets, olives and ice-creams) it is important that you let us know the name of your business and with which local authority it is registered with. As a general rule we contact the authority to confirm your registration and certification. In general business with a food hygiene rating of below four would not be able to attend events managed by Colne Town Council.

Added Value

To help ensure the event is a success we are keen to attract stalls/activities that provide added value for visitors. This may be in the form of demonstrations and displays, tasting sessions, give away or other activities which are likely to entertain visitors attending the event.

Equipment

We will need an outline of what equipment you intend to bring to the event and also what equipment/facilities you may require us provide.

Vehicles are not normally permitted within an event area when it is open to the public and will need to be removed from site. If a vehicle or trailer is an integral part of your stall or activity you will need to include this on this form along with its external dimensions so that we can ensure it fits within the space available to us.

If you use a stall or gazebo, we will need to know the exact external dimensions. For market stall type pitches, you will be allocated a pitch of a set size, usually 3m x 3m. The activity you are undertaking must be contained within the area/pitch you are allocated, and you would not be permitted to place anything such as tables or chairs etc outside this area without obtaining prior consent. This is to ensure you do not encroach on space allocated to other attendees/activities.

You will be responsible for ensuring that your stall or activity operates safely. This is likely to mean that you will need to bring with you any necessary safety equipment such as fire extinguishers/ blankets, gazebo weights. We will also ask you for a copy of a recent risk assessment and any safety certificates associated with the equipment you are using or the activity you are undertaking.

It is also worth considering the weather conditions during the event and if you may require additional covers, weights in bad weather or sunscreen and water if it is sunny.

In some situations, we are able to assist attendees by providing equipment such as Gazebos, tables and chairs etc but these must be booked before the event and there is likely to be an additional charge for these services.

At any event access to external power or lighting is usually restricted.

Timings

For most events you will be advised when you should arrive on site and when it may be safe to leave. It is useful for us to know at what time you might expect to arrive on site and how long it normally takes you to set up or take down your activate to ensure that you are open and available to the public during the event opening times.

Event Participation Form



Participant Details

Event:

Date:

Company Name:

Contact:

Contact No:

Address:

Mob:

Email:

Social Media:

Type of Stall or Activity (*Information Stall / Goods Sale / Food Concession / Entertainment / Fairground Attraction etc*):

Food Businesses Details	Registration Authority	Last Inspection Date	Hygiene Rating	Certificate enclosed
				<input type="radio"/> YES <input type="radio"/> NO

Added Value (*eg any free promotions / giveaways / activities or animation*):

Equipment

What will you be bringing on site (*Vehicle, trailer, gazebo, tables chairs PA equipment etc*):

Equipment /Facilities Requested (*Gazebo, table, chairs, electricity, lighting water etc*):

Space Requirements (*A standard outdoor market pitch is 3m x 3m*):

Timings (*For operational safety reasons you may be given set times to enter and leave the event area*)

Arrival time:

Set up (build in) time required:

Operational from:

Build out time required:

Closing at:

Leaving Site:

Documentation Provided

Risk Assessment YES NO

Insurance YES NO

Test Certification YES NO

Photos YES NO