

**Lindfield Parish Council**  
**Village Festival Night 2018 on Tuesday 4<sup>th</sup> December from 6pm - 9 pm**  
**STALLHOLDER APPLICATION**

Checklist

- We would like to reserve a pitch for the Lindfield Christmas Festival Night on Tuesday 4th December 2018<sup>1</sup>
- We enclose a cheque for  £7.50 (charity)  £15 (business) payable to "Lindfield Parish Council"
- Description of activity or items for sale .....
- Please give the size of your stall (length and depth in metres) .....

If you have a specific location where you would like your stall to be (for example, because you rely on power from a property nearby), please identify this and we will try to accommodate you. However, we cannot guarantee your requested pitch location as we consider stallholders preferences and the overall balance of the High Street:-

Business / Organisation: .....

Contact Name: .....

Email: .....

Telephone: .....

\*Mobile Contact No for the night of the event.....\*

Address: .....

Stallholder application forms should be sent to Lindfield Parish Council by Friday 16<sup>th</sup> November by email ([clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)) or post (Clock Tower House, Lindfield Enterprise Park, Lewes Road, Lindfield, West Sussex RH16 2LH). Pitches will not be reserved until cheques have been received.

- I am not interested this year, but please keep me on your mailing list.
- I am not interested and please remove me from your mailing list.

**LINDFIELD VILLAGE FESTIVAL NIGHT**

**Agreement between stallholder and Lindfield Parish Council for stalls erected on the High Street between 17:30 and 21.30 on Tuesday 4<sup>th</sup> December 2018**

I/we ...(full name)..... as the authorised representative of the above-mentioned business / organisation agree to the following conditions during the Lindfield Village Festival Night:-

- To comply with instructions given by members of the emergency services, officials of Lindfield Parish Council or authorised personnel managing the road closure barriers.
- To arrange appropriate risk assessment and insurance (e.g. Public Liability) commensurate with the services or activity being undertaken on our pitch.
- All stalls selling non-packaged food or drink items need to ensure that they have hand cleaning facilities for those buying or serving (wash bowl, paper towels, etc).
- Those providing 'high risk' items (sausages, burgers, etc) need to ensure that they have a valid Level 2 Food Hygiene Certificate. If in doubt, the phone number for MSDC Environment & Health is 01444 477433.
- Stall holders who are (a) Selling hot food/drink or operating machinery (b) using mains electricity or power from a generator or gas bottles; must provide an appropriate fire extinguishers/safety equipment at the pitch.
- Lindfield Parish Council does not hold an alcohol licence and any stallholders intending to serve alcohol must supply a copy of the licence under which they will operate in advance of the Village Festival Night.
- We understand that erection and dismantling of the stall will be at our own risk and we will brief our staff about any such risks, noting that the road closure runs from 17:30 to 21:30 hours
- Once our stall is erected and before 18:00 hours, we will remove all vehicles from the area of the High Street.
- Bonfires and barbecues are prohibited on the highway by the Highways Authority.
- If electric cables are used for power/lighting, we will provide appropriate anti-trip covers.
- Any gazebo or other awning will be effectively secured against movement by wind / crowds.

After the event, to clear the pitch of all rubbish, remove any unsold goods and leave the highway in a good condition.

Signed: .....

Date: .....

<sup>1</sup>Note: Lindfield Parish Council reserves the right to reject applications which it considers unsuitable for this event or if there is insufficient space to accommodate all requests.