**Over Carnival, Saturday 11th July 2020**

**Food Vendor Booking Form**

**Booking forms and all documentation is required by 31st May 2020**

**What we need to know from you:**

1. Your business name: ................................................................................................................
2. Business address: .....................................................................................................................
3. Contact Name: .........................................................................................................................
4. Telephone Number(s) …………………...........................................................................................
5. Email & website…………………………………………………………….………………….……………………..............
6. Approximate Size of Pitch Required: ........................................................................................

Please state number, type and size of vehicles you will be bringing and which of these will need to stay “on pitch”.........................................................................................................................

(Please note all pitch sizes need to be agreed in advance by a representative of Over Carnival Ltd)

1. Copies of your current Food Hygiene Certificate, Public and other relevant insurance certificates and risk assessment forms. (Please attach with this booking form and deposit cheque)
2. Confirmation of source of fuel/heat for cooking (if applicable):.................................................

……………………………………………………………………………………………………………………………………………….

*If question 8 is applicable:*

1. Confirmation that you will have suitable firefighting equipment available: …………………………….

**What you need to know from us:**

* **Times**: Set up from 08:30 hours on day of the carnival. No vehicle may be moved after 11:00 hours due to health & safety reasons
* **Trading times**: from set up until 21:45 hours – no trading permitted after this time
* **\*Pitch Fee** **= 20%** of takings on the day and a deposit of **£50** required with the booking form – this is non-refundable

The deposit is required 21 days by 31 May. Failure to pay the deposit will result in the cancellation of your pitch; no deposits will be refunded. Please make cheques payable to C.O.C.O.

**Other important details:**

* You must have your own Public Liability Insurance
* At all times to observe and comply in all respects with the statutory or other requirements, rules, regulations and bye-laws (including those laid down by the local environmental health or other competent authority and those made by Over Carnival Ltd) relating to the Retail Outlet and the use of it
* To be solely liable for and indemnify the Over Carnival Ltd against all loss, damage, claims or demands which may in any way arise either directly or indirectly out of the license hereby granted and to secure the performance of this indemnity by entering into a policy of insurance to a minimum value of £5 million public and £5 million employers liability.
* Due to limited space on the green some vehicles may need to be moved prior to 11:00 “shut off” point. We will assist, where possible, in supplying a suitable parking space nearby
* All vendor rubbish must be taken away at the end of the event
* Where possible we would like vendors to use environmentally friendly products

I have read and understood the requirements of me as a vendor/supplier of services to the Over Carnival and hereby enclose the required documents and payment. I indemnify Over Carnival Limited on any claims arising from the erection and running of my stall.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact us if you cannot send your documents electronically and we will supply a postal address.

Regards

Jane Crawford

Over Carnival Committee

**email: overcarnivalfood@gmail.com**