**Please complete and return by e-mail to** **burrslive@themet.org.uk**

|  |  |
| --- | --- |
| Trading Name   |    |
| Contact Name   |    |
| Address       |        |
| Phone   |    |
| Mobile   |    |
| E-mail   |    |
| Website   |    |

I would like to apply for (please tick)

Large Stall (food) Maximum size 10m x 10m

Small Stall (drinks/ snacks) maximum size 8m x 8m

Goods Stall (non-food only) maximum size 4m x 4m

|  |  |  |
| --- | --- | --- |
|    | Metres   |    |
| Pitch width     | m   |
| Pitch Depth     | m   |
| Stall frontage     | m   |
| Stall Depth   | m   |

|  |  |
| --- | --- |
| Please give stall category & trailer description                           |    |
| Please provide details of products you intend to sell   |                      |
| Please confirm number of staff (4 staff max for large stall, 2 staff max for small stall and goods stalls)   |    |
| Please give details of other outdoor events you have catered   |    |

Electrical details

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Outlet   | Cost (each)   | Qty   | Sub total   |
| 16-amp socket   | £170   |    |    |
| 32-amp socket   | £260   |    |    |
|    |    |    |    |
| Total   |    |    |    |

Water details

There will be a water tank on site for drinking water. Hot running water is available from the main café/ activity centre site.

Vehicle passes

We have limited room for one vehicle per pitch on the main site. Please be willing to unload additional vehicles then park nearby.

|  |  |
| --- | --- |
| Vehicle type   | Registration   |
|    |    |

Documentation

|  |  |
| --- | --- |
| I enclose copies of my current:   | Please Tick     |
| Risk Management Plan (All Traders)     |    |
| Public Liability Insurance (All Traders)     |    |
| Employers’ Liability Insurance (if appropriate)     |    |
| Gas Safety Certificate (food traders)     |    |
| Food Hygiene Certificate (food traders)     |    |
| (Local Authority) Environmental Health Inspection form or letter (food traders)     |    |
| (Local Authority) Environmental Health Food Registration form (food traders)     |    |
| I confirm that I have written ‘Food Safety Management Procedures’ which are available for inspection by event and Licensing Authority  staff (food traders)     |    |

NB: no pitches will be offered without presentation of current documents

Terms and Conditions

Please take the time to read these terms and conditions for trading at Burrs Live 2023. By submitting your application to trade you acknowledge that you will abide by the terms and conditions as stated.

**Payment**
All traders who are successful in their application will be notified by 6 June 2023, in order to secure the site, the site fee must be paid in full by 30 June 2023. Please note that non successful applicants will not be notified.

**Insurance**
All traders are required to carry public liability insurance. If there are 5 or more staff on your stall, including yourself then you have a legal obligation to carry Employers’ Insurance as well. You may wish to insure your property against damage. We will ask for a copy of your current insurance documents

By accepting these terms and conditions you acknowledge that Burrs Live or its staff or representatives are not responsible or liable for:

* any financial losses incurred by you
* any loss of or damage to your equipment, goods, or personal belongings.
* any injury of employees or staff working for or connected to you.

**Health and Safety**
Traders are expected to comply with the Health & Safety at Work Act 1974. Traders must provide a copy of all their documentation as requested in the check list in this form. These forms will then be reviewed.

**Fire Safety and First Aid**
Fire Safety: Traders are required to have a dry powder fire extinguisher at their stall.  Please make sure your extinguishers have not reached their expiry date.

First Aid: You are responsible for supplying first aid for your staff. Traders are required to have a proper first aid box at their stall for use by staff.  If you have five or more staff, including yourself, you are obliged to keep an accident report book for your stall.

**Trade Stall Structures & Equipment**
Pop up shelters are only provided on request. In all other circumstances traders must provide their own tents or similar structure. Any tent or marquee canvas textiles MUST meet fire safety standards and have all documents to support this.

Marquees must be fit for purpose. Makeshift constructions are not acceptable. The British summer throws up extreme weather conditions and a flimsy pop-up tent is unlikely to be fit for purpose. If your structure looks unsafe or unsuitable you will be asked to cease operation and pack up.

Please note: Any additional equipment provided by Burrs Live needs to be returned at the end of the event. Traders will be charged for the value of any equipment that is lost or damaged.

**Electricity on Site**
Private generators are not allowed on site. All power to trade stalls that request power will be provided by the on-site generators which should be requested as part of your application.  We will also ask for copies of your electrical testing and PAT certificates.

Each trader is required to supply a 25m cable to plug into the sites distribution system. This must be either 16A or 32A single phase 240 Volt Cee Form with the correct cable size. All electrical cables and equipment must be tested and fit for purpose.

Equipment and wiring should be properly insulated and earthed. All sockets, plugs and wiring should be adapted for outdoor use and protected from the elements.

Should site Staff find faulty or untested electrical items or connections within your stall you will be asked to disengage the equipment or may be asked to cease trading with no refund on your fee.

**Waste**
You are responsible for good housekeeping throughout the event. Please keep your pitch (both front of house and back) clean. You must bring at least one front of house bin – and if it is full, please empty it!

Please leave your pitch the way you found it when you leave the event. If we find your pitch left with litter and waste, you will not be invited back to the event, and we may send you a bill for the clear up. Skips will be provided nearby and will be emptied regularly.

“Bring only what you need” - Please leave unnecessary packaging at home - it forces future trade pitch costs to go up, costs you money to transport the stuff AND it is bad for the environment.  Please recycle where possible.

**Water Standpipes and Waste Water**
Water will be available on-site from a tank. Unfortunately, we are not able to supply a direct feed to your stall. Water will have to be transported in containers so be prepared with sterile water containers and a method to transport them to your stall.

**Deliveries**
Due to the set-up of the site, deliveries to site must be arranged before 12 on the event days.  Due to the nature of the site this may involve ‘hand balling’ your stock to your pitch. So, if you expect a delivery, please accommodate for this. Any deliveries will be turned away unless prior arrangement has been made.

**Ticket Issue and Vehicle Passes**
Once you have been accepted to trade at the event you will be sent a form asking for the names of all adult staff and the names and ages of all children.

We also need to know how many vehicles you will be bringing. Please keep in mind that there is limited room for vehicles, and your vehicle may not be parked directly adjacent to your pitch.

After the set-up period vehicles are to be parked in the a nearby car park, access to this car park is always available, but vehicle movement will only be permitted once the vehicle curfew has been lifted half an hour after the show finishes each night.

No dogs or pets will be allowed at market pitches or anywhere on the event site!

**Event Times**

Wednesday 30th August – 18.00 – 23.00

Thursday 31st August – 18.00 – 23.00

Friday 1 September – 12.00 – 23.00

Saturday 2 September 12.00 – 23.00

Sunday 3 September 18.00 – 22.30.

We will confirm your arrival time and day once you have been selected. Any trader who arrives late will not be permitted on site and will forfeit any pitch fee that has been paid.

The site must be vacated by 14:00 hrs Monday 4 September 2023.

**Cancellation**
Any stall wishing to cancel their pitch at the event will be subject to the following pitch charges/return.
By 19 July 2023 (6 weeks' notice) - 50% refund will be made
By 2 August 2023 (4 weeks) - 25% refund will be made

From 16 August 2023 (less than 2 weeks) - 0%

**Prohibited Items**
There are some items that we do not want sold on event site. No trader may sell:

* alcohol or tobacco
* herbal or legal highs (including NO canisters, chargers, or paraphernalia)
* anything in glass containers
* weapons, anything that can be interpreted as a weapon
* explosives of any sort
* tin foil barbecues or charcoal
* sky lanterns
*

Any trader found offering prohibited items will have the items removed, asked to cease trading or to leave and may be prohibited from trading at Burrs Live in future years.

**Final Checklist**
If your application is successful, we will be asking you to submit the following documentation as relevant to your stall. We ask that you please, think green and submit electronically if possible;

* Public Liability Insurance
* Employers Liability Insurance
* Fire Risk Assessment
* PAT test certificates and electrical systems test certificates

I agree to all the Burrs Live terms and conditions and confirm the details given above are correct.  I enclose my proposed menu, price list & photos of trading unit.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_