Dear Stall Holder,

Thank you for your interest in our Forty Hall Christmas Market season 2018. Our markets at Forty Hall have been increasingly successful over the past 4 years with many repeat stall holders and customers. Due to their popularity we are hosting two weekends of Christmas Markets this year and a Christmas Night Market. The first weekend will be the Forty Hall Christmas Market and the second will be the Forty Hall Handmade Market. There are three different application forms so please ensure you complete the correct forms.

Event Details

Event Name: Forty Hall Christmas Market
Dates: Saturday 1st and Sunday 2nd December
Time open to Public: 11-4pm on both days

Set up must be completed by 1 hour before the market opens. It is important you take a moment to carefully read the trading rules and regulations.

Please complete the attached form and return with:

- a valid Public Liability Insurance Certificate
- a Food Hygiene Certificate at least level 2 for all handling food on the day
- a Food Hygiene Rating Certificate at least level 3 if you are intending to sell food products (Please see Selling of Foodstuffs or Drinks for all information required)
- your payment or before 5pm Friday 19th October 2018 at the latest.

Late applications received after this date may be accepted but a 10% late fee will be charged on top of the basic stall hire amount.

Your acceptance will be confirmed at the latest by Friday 26th October 2018. Your payment will be processed. You will not be permitted to trade at the event unless all requested documents have been received and your payment has cleared. You may want to keep a copy of your payment receipt for your own records. Payment will not be accepted on the day of the event.

Thank you for your interest and we hope to see you soon.

Catherine Nabuyondo / Stalls Manager
Forty Hall Estate
Forty Hill
Enfield
EN2 9HA

Tel: 020 8379 2266
Email: catherine.nabuyondo@enfield.gov.uk   quote: Christmas Market 2018
Forty Hall Christmas Market 2018 Stall Application Form

Saturday 1\textsuperscript{st} and Sunday 2\textsuperscript{nd} December (11-4pm)

1. YOUR DETAILS

Your Name: ..........................................................................................................

Business name: .................................................................................................

Address: ............................................................................................................

Telephone Number: ..........................................................................................

Mobile Number: ............................................................................................... 

E-mail address: .................................................................................................

Business website: .............................................................................................

Facebook link and Twitter handle ........................................................................

Description of stall: ..........................................................................................

...............................................................................................................................

Date business started ..........................................................................................

If you are a sole trader please provide your UTR Number (as supplied by HMRC):

...............................................................................................................................

Form of business? (ie: Ltd/ Sole Trader) ............................................................

If you are running a Limited company please state your registration number: .........

Do you have a valid Public Liability Insurance certificate? YES / NO

(Please note you must post / email this with your application form to be considered to trade)

NB: Please don’t forget to post/email a copy of your Food Hygiene licence if you intend to sell food products

Deadline for Application is Friday 19\textsuperscript{th} October 2018
Please note that applications will be processed according to date of payment received. Please submit your application and payment as soon as possible.

2. SPECIFICATION

Please note we cannot provide any electricity inside or outside.

Please select one of the 2 options below.

<table>
<thead>
<tr>
<th>Item cost</th>
<th>No of units</th>
<th>Total Item Cost</th>
</tr>
</thead>
</table>

1. **Pitch Inside – Ground Floor Period Rooms**

   1x Table (30 (w) x 60 (l) x 27.5 (h) inches) with 1x chair

   £70.00

2. **Pitch Outside - Courtyard**

   Table (30 (w) x 60 (l) x 27.5 (h) inches) with one chair

   You must bring your own 1x gazebo. This must not exceed 3x3m and **MUST be weighted down with weights. Stakes cannot be used in this area.** Please note that your display must remain within your 3x3m pitch.

   £60.00

**Extra Chair.** (Please note that we are unable to provide extra tables this year)

   £2.50

**Deposit – THIS IS COMPULSORY**

The deposit will be returned if stalls spaces are left as they were found. All rubbish must be taken away by the stall holder. The deposit will be refunded a day after the market. We prefer the deposit to be paid via card as this is the quickest method to refund the deposit.

   £40.00

**TOTAL CHARGES £**
3. NOTES
Please note that completing this form and making payment will not guarantee you spaces as spaces are limited, and we need to ensure that the products being sold are diverse. We will confirm if we would like you to trade once we have reviewed all the applications (which will only be considered if you have valid insurance and all the relevant documents). We shall return/refund your payment to you if we are unable to accommodate you in Forty Hall Christmas Market. Deposits will not be refunded if you are unable to attend the market once your booking has been confirmed. However your stall fee will be refunded. Electricity is NOT available inside or outside the Hall.

Payment Details
Total amount payable (Please note extra tables include VAT). Stall fees MUST be paid with booking form. Payment on the day cannot be accepted.

Payment options
Stall fees can either be paid for by phone or by cheque, phone 020 8379 2266. Cheques should be made payable to: London Borough of Enfield.

Vehicle movement
Under the supervision of Forty Hall Staff only, all traders will be allowed to drive a vehicle to the courtyard or near Forty Hall entrance to unload. Once the vehicle is unloaded the car must then be parked in the public car park. Traders will be allowed to drive vehicles back to the courtyard entrance to load up at the end of the event.

I have read, understood and agree to abide by the guidelines.

I enclose a copy of my public liability insurance cover to the value of £2,000,000 and my Food Hygiene Certificate and Food Hygiene Rating Certificate (if intending to sell food products)

Signature: ........................................ Date: DD / MM / 2018

Print Name: ........................................

Please return this form before Friday 19th October 2018 with any relevant paperwork, and your cheque (made payable to The London Borough of Enfield Council) to:

Catherine Nabuyondo
Stalls Manager
Forty Hall Estate
Forty Hill, Enfield
EN2 9HA

Tel: 020 8379 2266

Email: catherine.nabuyondo @enfield.gov.uk quote: Christmas Market 2018
Trading Rules and Regulations for the Forty Hall Christmas Market 2018

Application for stalls

Applications for Trade stalls must be made to the London Borough of Enfield on the appropriate form. Deadlines are clearly stated and should be adhered to. Applications received after deadlines may be considered, but at the sole discretion of organizers but a 10% late fee will be charged on top of the basic stall hire amount.

Refusal of Entries

Applications will be accepted on the strict understanding that the London Borough of Enfield reserves the right to refuse any application. Furthermore, if an exhibitor cancels their application no refund will be issued.

Selling of Foodstuffs or Drinks

If you intend to sell food or drink items you may need to complete the form called "Food Stalls Application form". We will require all of the following:

i) Full trading name and contact details of those food business operators providing or selling hot and/or cold high risk food.

ii) The name and address of the Local Authority the food business operator is food registered with.

iii) Details of the type of food provided/sold.

iv) A copy of the most recent food hygiene inspection report including the Food Standards Agency - national food hygiene rating risk score, to provide food at this event the score must be 3 or above.

v) Copies of basic food hygiene/Level 2 certificate for all who will be handling food on the day of the event.

Please feel free to contact us to discuss whether your food business is categorized as high risk.

Traders should note that catering provision at the event is subjected to a tendering process and goods to be sold must not be in competition with the official caterers. Applications to sell such foodstuffs and drinks will be refused.

This means that unless your goods are of a specialist nature e.g. Pick and Mix Sweets, Old English Fudges etc. you will not be allowed to trade. If your stand falls into the category of "specialist" please provide a full description of exhibit / goods on sale and contact the events team if you are not certain of your eligibility to trade as "specialist". On no account are alcoholic drinks or tobacco goods permitted to be sold. The event organizers will then contact you with a decision regarding your stand.
Opening and Staffing Stands

Exhibitors must arrange their own stalls and exhibits within the space allocated to them by 10.00am. The stall should not be dismantled before the end of the event at 4pm.

Stands must be open and staffed continuously during the advertised opening hours for the event. Only those who have been given permission by Forty Hall Staff will be permitted to sell at the event.

Arrival and Parking

The hall and Outer Courtyard will open to stall holders at 8.30am. The Forty Hall Christmas Market will start at 11am.

From 8.30am-9.45am the bollards on the path up to the hall will be down, allowing you to drive up to the entrance to unload and then move your vehicle on to the main car park. All vehicles must be off site and parked in the main car park by 10.00am.

Late comers will have to park in the car park and carry items up to the house and we are unable to provide trolleys.

Please note, when driving on site – it is a pedestrian area which is used by a lot of children and animals please drive under 5 miles per hour and keep your hazard lights on.

We have limited car parking spaces and therefore we can only allow one vehicle per stall. You will be emailed a parking permit once your application has been confirmed and we have received your car registration number.

Departure

You will be able to drive your vehicle up to the Hall to pack away your stall between 4.15pm and 4.30pm. Please note that these times may vary depending on pedestrian traffic on the day. The Stalls Manager will let you know when cars can be driven up to the Hall or Courtyard.

Allocation of Space

Officers from the London Borough of Enfield will be the sole authority in deciding the area and the position of the space to be allocated to the trader. The tenancy of the space is granted for the period of the event and expires at the end of the relevant event.

Use of Audio Equipment

Audio Equipment is not permitted at any stand without prior written permission from the Organiser.

Offensive or Obscene Materials

No goods of any kind, which in the opinion of Officers from the London Borough of Enfield are offensive or obscene, may be displayed or offered for sale (This includes printed T-shirts). No fake or replica firearms will be permitted for display or sale in any circumstance.
Stand Description

Exhibitors must display a clear and legible price list in a prominent position.

All goods for sale must conform to British Standards. Any goods not complying with these regulations must be removed from the site at the exhibitor’s expense. In the event of a serious contravention of this regulation, the exhibitor will be asked to close their Trade Stand.

Goods for sale or on display must be detailed on the application form. Terms such as “fancy goods” are not sufficient. Types of goods not identified on the application form will not be permitted to be sold. The selling of goods by auction or shouting is strictly forbidden.

Promotional Material and Activities.

No bills of any kind will be allowed to be displayed within the site or any of the approaches thereto. Exhibitors may only distribute handbills at their own stand.

Charitable Collections

Prior consent must be obtained from the organisers and if permission is granted collections must be made within the limits of the exhibitor’s own stand.

Packaging and refuse

Exhibitors or contractors are themselves responsible for the removal from the hall of any refuse or other material created by their own activities. Deposits will not be returned if Exhibitors or contractors leave any refuse or other material created by their own activities.

Recycled paper is to be used for bags, serviettes etc.

Any plates or cups used must be either reusable or compostable. Cutlery must be either reusable or made of wood. No plastic plates or cutlery may be used.

Security

The London Borough of Enfield cannot accept responsibility for any loss or damage caused to the equipment or goods brought onto site by the stall operators.

Postponement of Event

The postponement or abandonment of the event either before the opening or at any other time during the course of the event shall not give rise to any claim whatsoever against the London Borough of Enfield.

Cancellation of Event

The Event Organiser will not be liable for any other payment to the trader that might be put forward such as loss of business or the rejection of other opportunities in the interim period.

Cancellation by the Trader

If the trader cancels their space allocation at an event after payment has been made there will be no refund made to the Trader.
Exhibitors’ Responsibility

All Exhibitors and other persons in charge of exhibits and all persons admitted into the venue shall obey the orders of the Stewards and other Officials representing the London Borough of Enfield. Exhibitors shall be answerable for the conduct of their representatives or assistants.

Accidents / Injuries / Damages

The London Borough of Enfield shall not be held responsible for any accident that may occur from the exhibits or equipment brought onto the event site by the Trader. By signing the application form for an allocation of space at an event organised by the London Borough of Enfield, you are indemnifying the London Borough of Enfield against all claims of loss, damage, injury, etc. to your staff or public within the event site and that any such loss, damage, injury etc. will be your responsibility.

You are strongly advised to take out appropriate insurance to cover these liabilities.

Interpretation of regulations
The decisions made by Officers of the London Borough of Enfield are final in every matter connected with the event.