

Henley Christmas Festival 2019

Stall Application Form



Henley-on-Thames
Town Council

EVENT DETAILS

Christmas launches in Henley-on-Thames this year with the annual **Christmas Festival** (which takes place on Bell Street, Duke Street, Friday Street, Hart Street and the Market Place) on **Friday 29 November from 5.00pm - 9.00pm**. (Road closures in place 3.00pm – 11.00pm – Bell, Duke, Friday Street & Market Place, 12 noon - 11.00pm Hart Street).

Programme for the event includes:

- **Father Christmas in his Grotto in the Town Hall (4.00pm - 8.30pm)**
- **Reindeer led Children's Lantern Parade from the River & Rowing Museum to Friday Street (5.00pm)**
- **Switch on of the large Christmas tree lights in Market Place (7.00pm)**
- **Carol Singing accompanied by Woodley Concert Band, Market Place (7.10pm)**
- **Stalls, Rides & Attractions, all areas (5.00pm – 9.00pm)**

CONTACT DETAILS

Registered Trade or Charity Name	
Contact Name	
Address	
Mobile	
Email	
Website	

Description of your Stall

Please provide a full description of the range of the products you propose to sell at the Christmas Festival Event 2019.

PLEASE NOTE: Any goods sold on the night that have not been previously agreed with the organizers will not be allowed to be displayed or sold and persons will be asked to leave the event with no refunds whatsoever.

Pitch Fee	Please tick relevant box <input type="checkbox"/> £15 – Henley based Charity Pitches <input type="checkbox"/> £20 – Charity Pitches based outside of Henley <input type="checkbox"/> £50 – Non-Food or Drink Commercial Pitch from Henley <input type="checkbox"/> £60 – Non-Food or Drink Commercial Pitch from outside Henley <input type="checkbox"/> £75 – Food or Drink Commercial Pitch from Henley <input type="checkbox"/> £100 – Food or Drink Commercial Pitch from outside Henley <input type="checkbox"/> FREE – Any local retailer / hospitality outlet having a single pitch directly outside their own property
Pitch Details	The size of a pitch is 3m x 3m (10ft) and you will need to provide your own awning/gazebo and table. Larger pitches are available upon request subject to availability for an additional cost.
Electricity	If you require power you will need to provide your own silent running generator as electricity points will not be available.

Documents Required

We require the following documents along with your application.

(Please tick once enclosed with the application)

Photos of products and stall	
Copy of public and employers liability insurance certificate. <i>Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date.</i>	

SUBMISSION OF APPLICATION:

Completed forms and the remittance fee must be submitted to the Events Coordinator below:

Payment by BACS: *please quote your Charity or Commercial Name as a reference.*

Bank: Lloyds TSB

Account Name: Henley-on-Thames Town Council

Sort Code: 30-94-13 Account Number: 00427886

Payment by Cheque:

To be made payable to '*Henley-on-Thames Town Council*'.

Payment by Credit or Debit Card: (once application has been approved)

At the Town Hall or over the phone 01491 576982

Nicci Taylor

Office Manager and Event Coordinator

n.taylor@henleytowncouncil.gov.uk

01491 630071 / 07940501382

Council Offices, Town Hall, Market Place, Henley-on-Thames, Oxfordshire, RG9 2AQ



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[Privacy Policy](#) on our website www.henleytowncouncil.gov.uk

Stallholders' form and remittance should be received by
Monday 4 November 2019.

TERMS AND CONDITIONS FOR CHRISTMAS FESTIVAL STALLHOLDERS

1. Stall fees must be paid in advance and received by **Monday 4 November 2019**. In the event of a cancellation by the stall holder, fees are non-refundable.
2. Henley-on-Thames Town Council is unable to cover Public Liability for stall holders at events it organises. If charity/non-profit organisations are affiliated to a National Charity then further details can be obtained from the Charity's head office. All small local charities are required to have their own Public Liability for organising meetings/events of any sort.
3. All stall holders will be required to bring a copy of your Public Liability insurance cover of a minimum of £5m to the event.
4. No electricity will be available, therefore, if you need power please be prepared to share or use your own generator.
5. Please ensure that you have completed a risk assessment and have adequate protection in regards to electrical appliances and naked flames.
6. If you have naked flames then fire blanket / extinguisher must be provided.
7. All electrical equipment should have Resistant Circuit Breakers (RCBs).
8. All cables should be securely taped down or above 3m (head height).
9. Henley Town Council will not be providing awnings/gazebo or tables.
10. Please do not hand out leaflets or flyers at the event.
11. All rubbish must be removed from site at the end of the event.

I have read and accept the terms and conditions for stall holders.

Signature:

Date:

Office Use Only

All paperwork received by

Relevant Fees received by
Method of payment

Date:

Date: