



B O S T O N BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

BOSTON FOOD FESTIVAL

Market Place, Boston

Sunday 24th September 2017

10am – 3.30pm

You must be set up and ready to trade from 9.30am

Full Name(s):	
Trading Name:	
Address:	
Postcode:	
Email:	
Contact Number:	
N.B: You will be invoiced using the details above.	
Please provide details of what you will be selling:	
Cost:	<p><u>We can provide a traditional market stall, 10ft x 4ft:</u></p> <p>_____ stalls @ £50 each = £_____</p> <p><u>Or bring your own unit/vehicle/stall:</u></p> <p>You will be charged £3.50 per foot, frontage. You must not exceed 7ft depth, additional charges added if more room required.</p> <p>Size of frontage required _____ @ £3.50 per foot = £_____</p>
<p>Would you be interested in trading on Monday 25th September?</p> <p><input type="checkbox"/> Yes Total cost for two days would be - £75 per stall</p> <p><input type="checkbox"/> No - £5.50 per foot</p>	



Main Switchboard: 01205 314200
Main Fax: 01205 364604

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<p>Do you require electric?</p> <p>There is limited electric on mains so please be clear on your requirements</p> <p><i>PAT certificates must be supplied</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide information what you use it for?</p> <p>What type of plug do you have?</p> <p><input type="checkbox"/> 110v <input type="checkbox"/> 240v</p> <p><input type="checkbox"/> Male/Female pin <input type="checkbox"/> Standard plug socket</p>
<p>Are you bringing a generator?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state KVA rate:</p>
<p>Do you have a heat source?</p> <p><i>If yes; you are required to provide a fire extinguisher, CO2 is preferred.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Please enclose all the required paper work, your application can not be processed without all the relevant information.

Public liability Insurance Certificate <i>Minimum cover £5million</i>	
Employers liability Insurance Certificate	
Signed Terms and Conditions	

Completed Risk Assessment <i>Required for all stall holders, if help is required please contact us for example include actions in the event of a fire</i>	
Food Safety Grading <i>(if applicable)</i>	
Gas Safety Certificate <i>(if applicable)</i>	
PAT Certificate <i>(if applicable)</i>	



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Please answer the following Health and Safety questions for our information.

<p>Have you ever been served an enforcement notice – improvement or prohibition notices? <i>If yes, please give details</i></p>	
<p>Do you have any outstanding enforcement notice – improvement or prohibition notices against your company? <i>If yes please provide details</i></p>	
<p>Do you/or your company have a Health and Safety Policy?</p>	
<p>Do you have an incident reporting/defect reporting system?</p>	
<p>Do you complete pre safety inspection checks? <i>If yes is this recorded</i></p>	
<p>Are your employees trained and competent, and over the age of 18 yrs?</p>	

Completed application forms are to be returned to Polly Wilkinson, Town Centre Services, Boston Borough Council, Municipal Buildings, West Street, Boston, PE21 8QR or emailed to events@boston.gov.uk along with all the relevant paperwork.

NB: If you arrive after 9.30am you will be turned away and no refund will be given.

Data Protection Statement: The information that is collected will be shared with our partners for the protection of the public, the detection and prevention of crime and the smooth running of the event.

Information may also be used to promote the event via social media, website, posters or other literature.



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In some cases contact information on stall holders may be released should any complaint be made to the Council. This will be on a case by case basis – and stall holders will be advised.

Information will be held in accordance with the terms of the Data Protection Act 1998.



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