# SKIPTON Christmas Market 2016

- SUNDAY 4th & SUNDAY 11th DECEMBER -

Photocopies of this booking form are acceptable

Return your form to :
Wendy Allsopp, Skipton Town Council, Skipton Town Hall, Skipton, North Yorkshire, BD23 1FD

Telephone : 01756 700553  Email : wendy@skiptontowncouncil.gov.uk

**PLEASE DO NOT SEND PAYMENT WITH THIS FORM**
**READ ALL TERMS AND CONDITIONS WHICH CAN BE FOUND OVERLEAF**

Please fill in all details below using BLOCK CAPITALS

| | |
|---|---|
| Title : | First Name : |
| Surname : | |
| Organisation : | |
| Address : | |
| Postcode : | Email : |
| Telephone : | Mobile : |

Please make your selection of stall type below using the tick box provided. Other sizes are available upon request.
**All stall holders must stand for both Christmas Market Sundays - Prices are the total cost for both days.**

**All Skipton Town Partnership (BID) levy payers receive a 25% discount on the below prices.**
**Please indicate size and discounted price in the box available. If you are unsure, please call first.**

| Type of stall | Size | Price | Please Tick |
|---|---|---|---|
| Skipton Charity / Community Group (In Skipton Parish) | 3m x 3m (stall provided) | £50 | |
| National Charities / Business / Trade Pitch | 3m x 3m (stall provided) | £200 | |
| Food / Drink Pitch | 3m x 3m | £200 | |
| Market Pitch (on cobbles) | 3m x 3m | £200 | |
| Skipton BID Levy payer | | | |

What will your stall be selling?

**PLEASE MAKE SURE THAT YOU HAVE ATTACHED YOUR RISK ASSESSMENT FORM, PUBLIC LIABILITY INSURANCE CERTIFICATE & IF APPLICABLE YOUR EVIDENCE OF CERTIFICATION UNDER THE FOOD SAFETY ACT 1990 (FOOD HYGIENE RATING) - FAILURE TO DO SO WILL VOID YOUR APPLICATION**

| Name | Date | Signature |
|---|---|---|
| | | |

| Official use only | Received | Amount | Confirmation |
|---|---|---|---|
| | | | |

If you require a receipt, please email Jill Peacock in accounts:
jill@skiptontowncouncil.gov.uk or call her on 01756 700553

**Booking Terms & Conditions:**

All applications must be made on a current booking form where the event, date and year is correctly displayed. We do not accept telephone applications.

Sending your booking form does not guarantee a pitch.

***Please do not send payment with your booking form***. You will be notified if your application has been sucessful and then offered payment details. We accept cheques, BACS or cash (cash only if you pay at our offices). We do not have the facility to take card payments.

In the unlikely circumstance that the event is cancelled by Skipton Town Council, all stall holders will be entitled to a full refund.

Street Food concessions and traders who book a market pitch on the cobbles must bring own stall, accessories and equipment. For all other stalls, you will be provided with a 3m x 3m gazebo with walls on three sides and also ONE trestle table only (no chairs). NOTE: In the event of high winds, it may not be possible to install all three walls.

Stall pitch sizes are inclusive of any weights and guy ropes you may need to use.

The applicant is responsible for the setting up and removal of their own structures (unless Skipton Town Council is providing the stall); for the general cleanliness of their area, and for any losses, damage or injury arising or resulting from its use. You will be provided with green trade waste bags for your refuse. These can be left on site next to your stall when you leave. Strictly no black bin bags are to be left on site.

No electricity is available at the event. Should you wish to bring a generator, this must be agreed beforehand in writing with the Council. All generators MUST be silent running and preferably portable (suitcase style).

Smoking is not permitted by law on any stall or within the immediate vicinity.

Under NO circumstances are stalls allowed to be sublet.

All stall holders must provide a risk assessment and evidence of valid, current public & personal liability insurance (of not less than £5,000,000 for any one incident), or they will be denied access to the event.

Commercial purveyors of food and drink must provide evidence of certification under the Food Safety Act 1990 - Food Hygiene Rating certificate. A current copy of this, and also a current copy of your Public Liability Insurance certificate, should be sent at the time of booking. If you are not registered, we may accept stalls without a Food Hygiene Rating Certificate under some circumstances (only community groups and charities), please contact the Town Council for further information before sending in your form.

Stall holders must not use any public address system or other amplification equipment.

In the event of non-attendance on the day, a refund is not possible.

Skipton Town Council reserves the right to refuse to accept any application without stating a reason, and their decision shall be final.

The allocation of pitches shall be at the sole discretion of Skipton Town Council, but every effort will be made to allocate fair trading sites. No changes of position will be permitted unless authorised by Skipton Town Council.

Please note - strictly no on-site parking is allowed. Parking is available in any of Craven District Council's Skipton Car Parks at a charge. Details can be found here: www.cravendc.gov.uk/skiptonparking

Skipton Town Council accepts no liability for any loss, damage or injury incurred in connection with the event. In applying for a stall you indemnify the Council against any such claims.

If you have not had confirmation within 14 days of sending your application, call Wendy Allsopp 01756 700553.
If you are awaiting a market pitch - you will only be notified after we've given first refusal to our regular Skipton Market Traders, this is usually around the end of September.

These terms are subject to change.