**BRAUNSTONE TOWN APPLE DAY APPLICATION TO HAVE A PRIVATE/COMMERCIAL STALL**

**Apple Day 2022**

**SATURDAY 1st October 2022 - 11am till 2pm**

Tables/chairs/gazeboes are **not** provided by the Town Council and stallholders **must** provide their own tables/chairs etc. If gazeboes are used next to, rather than over, a stall (for weather protection) they count as a second stall. If your gazebo is larger than 4m you will need to book two pitches. **Please check before booking.**

***Please note: under no circumstances can we guarantee that you will be the only stall holder selling your type of products or goods.***

|  |
| --- |
| **Name of Organisation (if applicable):** |
| **Type Of Stall: Cake/Jewellery/cards/promotion etc.** |
| **Your Name:** |
| **Address:** |
|  |
| **Postcode:** |
| **Telephone:** |
| **Email address:** |
| **Number of pitches you require:** |
| **PRIVATE/PROFIT-MAKING STALLS £16.50 PER PITCH (Approximately 4m wide)****COMMUNITY GROUPS £11.00 PER PITCH (Approximately 4m wide)*** **PAYMENT FOR THE PITCH MUST ACCOMPANY THIS FORM – A PITCH WILL NOT BE RESERVED WITHOUT PAYMENT**

(Cash, cheques payable to Braunstone Town Council, debit/credit card)* **DEADLINE FOR STALL BOOKINGS IS FRIDAY 16th September 2022**
* **ALL STALLHOLDER FEES ARE DONATED TO THE TOWN MAYORS’ CHARITY – Rainbows Hospice for Children and Young People.**
* **STALLS ARE ALLOCATED ON A FIRST COME FIRST SERVED BASIS**

**TOTAL AMOUNT PAID £ RECEIPT NUMBER** |

**Notes/comments**

**FURTHER INFORMATION**

**Car Parking** – Cars may be parked in the car park next to the park.

**Set up** - stall holders can set up from 9:30am and must be completed and ready for the event by 10:40

**Pitches** – A letter will be sent near to the date of the fete with a layout of the park and your allocated plot number/area. The plot will be approximately 4m wide – please ensure you book and pay for sufficient pitches for your activity.

**Power** – please note that there will be **NO** power available on the park. If you require power for your activity you will need to provide your own generator. Please indicate on the form if you are bringing a generator

**Health & Safety** - All Stallholders are responsible for and must comply with all Health & Safety and Licensing restrictions. If necessary, attractions / Stallholders must carry their own insurance. If you are running a food outlet, please forward **Basic Food Hygiene Certificate with booking form and payment** as this need to be forwarded to Blaby District Council Environmental Health.

**Clean up -** Stall holders are requested to help clean up around their stall after the event. Black bags will be available on the day if required. Stall Holders must be completely dismantled and out of the park by 3pm at the latest.

***DATA PROTECTION****: by applying for a stall at Apple Day you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council’s Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council’s website.*

Your Signature: ……………………………………………… Date …………………………….

Please return to: Miss Scarlett Myers, Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP 0116 2890045 Scarlett.myers@braunstonetowncouncil.org.uk