

# Mitcham Carnival

## Commercial Stall Holders Application Form

### Sunday 23<sup>rd</sup> June 2024

Three Kings Piece, Mitcham Common, Mitcham, Surrey, CR4 4HA

Company/Organisation Name:

Name of person making booking

Charity No: (if applicable)

Contact Name of person/s attending the event (if different from above):

Address: (of Person/s attending the event)

Post Code:

Telephone number:

Mobile No:

Email address:

Website: (if any)

**Catering and drinks/beverages (including Ice cream) applications are NOT being accepted on this form.**

**Please apply by email.**

Please state type of products or promotion to be sold/promoted or the nature of stall:

Please note that the organisers reserve the right to request that you cease any activities or selling any merchandise not stated on this application form as various stallholders will have exclusive rights.

Any special requirements:

#### Commercial Organisations

£60.00 per pitch/stall  
(15ft x 15ft max) (4.5m x 4.5m).  
Car parked at pitch

Yes/No

Yes or No

#### DOUBLE PITCH

£90.00 per pitch/stall  
(30ft x 30ft max) (9.0m x 9.0m).  
Car parked at pitch

Yes/No

Yes or No

#### Charities:

£35.00 per pitch/stall  
(15ft x 15ft max) (4.5m x 4.5m).  
Car parked at pitch

Yes/No

Yes or No

#### DOUBLE PITCH

£52.50 per pitch/stall  
(30ft x 30ft max) (9.0m x 9.0m).  
Car parked at pitch

Yes/No

Yes or No

**Please provide a copy of your public liability insurance.**

Insurance Company Name:

Insurance Expiry Date:

I confirm that I/we and any staff/volunteers running the pitch will conform to all health and safety, licensing and environmental regulations and any requirements that the event organisers may hereafter issue. I understand that it is a condition of our participation that we provide evidence of at least a **minimum of £2m public liability insurance cover that is valid on the date of the event.**

Signed:..... Date:.....

**Payment to be advised.**

Please include your company/organisation name as a reference when making electronic payments.

**Please return form to:** [info@mertoncharityevents.org](mailto:info@mertoncharityevents.org) or Andy Butcher, Mitcham Carnival, 34a  
Aberconway Rd, Morden, Surrey, SM4 5LF  
Tel: 0208 640 1640.

**Please read the terms & conditions**

***Terms and Conditions of booking a pitch.***

- 1. Please use the same booking form for multiply pitch/stall booking.*
- 2. Prices of goods on sale must be clearly displayed. No mock auctions are allowed. All proceeds must go to the relevant organisation if you are a Charity or Voluntary Stall.*
- 3. Sale of Food/Drink - Stallholders selling any food or drink products, including cakes and sweets, must include their Food and Hygiene Certificate, which should be valid at the time of the event and clearly displayed at all times.*
- 4. Parking – We cannot guarantee every pitch will have a dedicated car park space adjacent to the pitch. However, pitch holders will have a dedicated car parking area not available to the general public. In the interests of safety all vehicles must be removed from this car park by 10.30am.*
- 5. Equipment- Stall holders are expected to supply all their own equipment including tables, Gazebos and chairs, protection from sun/rain etc. No electricity supply is available. A limited number of Tables, Gazebos and chairs will be available for hire BUT must be booked in advance.*
- 6. Decoration- All stalls must display the name/address of the organisation/company prominently. We hope you enter into the spirit of the day and decorate your stall as attractively as possible.*
- 7. Re-stocking- Between 10.00am-16.30am hrs no vehicle movement is permitted on the main area, so you are advised to have adequate stocks to last.*
- 8. Safety & Security- You are responsible for Health & Safety on your pitch for both helpers and the general public in the vicinity of your stall. You are advised not to keep excessive amounts of money on the site. (Money and valuables should be out of sight and secured.)*  
**PLEASE NOTE NO CARS MUST BE DRIVEN OR PARKED UNDER TREES ANYWHERE IN THE PARK -MERTON COUNCIL RULING.**
- 9. Rubbish -All rubbish must be removed from your pitch before you leave.*
- 10. Litter -You are expected to clear the area around your stall at regular intervals. You must supply your own refuse sacks. The Events Committee will have to clear the site of all rubbish after the event, so any assistance to clear your own site is required.*
- 11. Closing date - Entries for site bookings should be received no later than 15<sup>th</sup> June 2024. Late bookings will be at the discretion of the Event Committee.*
- 12. All Payment/s must be received by 1st June 2024. No bookings or payments will be allowed on the day.*  
**All Cheques and payments to: 'Merton Charity Events'.**
- 13. The Public Liability Insurance Section on the application form must be completed.*
- 14. The Event Committee reserve the right to refuse admission or participation in the event.**

*15. Cancelled bookings: Paid Bookings cancelled after 1st June 2024 will NOT receive a refund. Bookings cancelled, email confirmation needed, before this date will receive a full refund, although a booking/cancellation fee will apply of £5.00 on any cancelled bookings.*

*16. No refunds can be given if the event is cancelled due to the weather or any other local emergency occurrence*

*17. Please note that the organisers reserve the right to request that you cease any activities or selling any merchandise not stated on this application form*

*18. All stallholders must adhere to the Government's current guidelines on COVID 19 or any local guidelines set out by Merton Council for COVID 19.*