



## Firs Farm Festival 2018 - Saturday 14<sup>th</sup> July 2018 Traders Information and Application Pack

### NON-CATERING

#### Information

If applying for a pitch, the following is required from you in order to be considered for the Festival 2018.

1. Application form with **TRADING** name
2. Public liability Insurance to cover £5m ( as per Council requirements) inc **PLI NAME** of company and **EXPIRY DATE**

#### The Process

You will find an application form at the end of this document which you should complete and return to [foffest2018@gmail.com](mailto:foffest2018@gmail.com) by booking deadline date **Saturday 31<sup>st</sup> March, 2018**

You will receive an email to confirm your application and when successful, we will outline the next steps.

To secure your pitch, once agreed, the following will be needed as soon as possible

1. Payment into the designated bank account
2. Terms and conditions – return of signature page only

Full logistics will be sent to you in June but the summary of the day is as follows:

#### Timing

Set up on site will be **BETWEEN 8AM and 10AM** – vehicles must be clear of the site by 10am the latest.  
Trading will be permitted between **11am until 6pm**.

**Traders will not be allowed to close their stall and depart early.**

#### Vehicles & Access:

Access to the park will be strictly controlled and no vehicles can remain in the park. Traders delivering equipment by vehicle will be provided with an access pass and details of which gate to use for access.

**Vehicles must leave the park by 10 am.** and must find suitable parking, keeping access to local residents homes or businesses free from obstruction.

**No vehicles can remain in the park after unloading; no on-site parking is provided.**

## Pitch

Standard pitch space is 3m x 3m. Please note that Gazebo / marquees / stalls etc. are not provided. You can set up your pitch within the space provided on the morning of Saturday 14<sup>th</sup> July 2018 and this must be dismantled and removed from the park following event closure on the same day.

The pitches will be on grass and you will be allocated a pitch number and location before the event.

**All sales aids must remain within the your allocated pitch area**

## Power Supply:

Power supplies to pitches are not provided. Traders must provide their own power supply if necessary. Please contact us for further information on this.

## Refuse:

Traders are to make adequate provision for the storage and disposal of their litter, empty packaging, and (where applicable) food waste within their pitch. **Traders must not allow refuse to accumulate around their pitch. Holding deposit will be forfeited if litter is not taken away post event.**

## Noise Control:

There is organised music throughout the Park and individual stall-holders will not be permitted to play music at any time.

## Toilets:

There will be public access to onsite toilets.

## Insurance:

All traders are required to have their own public liability insurance and a current copy of such insurance must be available for inspection at all times including risk assessment. The Firs Farm Festival is not responsible for traders property whilst attending the event.

## Booking & Payment:

### Standard Pitch cost:

Charities £ 30

Other Traders £ 50

A £50 refundable deposit must be paid with your booking fee. This will be refunded upon successful pitch inspection post event or if event is cancelled.

Full payment along with signed terms and conditions will be required before you can attend this event.

Latest applications for a pitch will be April 2018

**Friends of Firs Farm reserve the right to refuse an application.**

## Non-Catering Application

The deadline to submit your application is by **Saturday 31<sup>st</sup> March, 2018** either by email to **foffest2018@gmail.com** or by post to **249 Firs Lane Winchmore Hill, London N21 2PH**

<b>TRADING/PLI Name</b> (if different)			
<b>Business / pitch type</b> Delete as applicable	PLEASE tick the relevant boxes  <input type="checkbox"/> Charity -£30 <input type="checkbox"/> Non-charity – £50  All to send deposit - £50 (refundable “Post event pitch inspection deposit”)		
<b>Contact person</b>	Name	Contact number	Email
<b>Postal address</b>			
<b>Checklist of documents</b>	Attached to the initial application form needs to be the <ul style="list-style-type: none"> <li>• <b>Public liability with expiry date and PLI business name (minimum - £5m cover)</b></li> </ul> On <b>approval</b> , we will need the following: <ul style="list-style-type: none"> <li>• Payment</li> </ul>		
<b>Promotional materials</b>	On approval, can you send the following....Please tick the relevant boxes <ul style="list-style-type: none"> <li>• Brand logo in gif or pdf format</li> <li>• Summary of business in 200 words</li> <li>• Website link</li> </ul>		

**Friends of Firs Farm reserve the right to refuse an application.**

## Stallholders Terms & Conditions

### Registration

1. To secure a stall or plot at the Firs Farm Event, you must make full payment and complete the Registration Form (either manually or electronically) and sign the Terms and Conditions which shows you agree to them. The catering stalls will require further documentation as variously outlined previously.
2. **The payment is non-refundable unless Firs Farm Event Committee decides to decline your application. We operate a no show, no refund policy.** (This does not apply to the £50 refundable "Post event pitch inspection deposit").
3. Firs Farm Event reserves the right to turn down a stall application if we deem that we already have sufficient stalls of that specific type or if we deem that the type of stall is not suitable for the Event.

### Liability and Insurance

4. In the event of any damage to Firs Farm Park or to any equipment lent to you by Firs Farm Event Committee or any of its appointed volunteers for which you were directly responsible or which is attributable to your stall and/or items sold from it you will reimburse Friends of Firs Farm or Enfield Borough Council as owner of the park if appropriate the cost of replacement or repair on demand.
5. Stall holders accept full responsibility and liability for damage to or loss of goods, articles or property of any kind brought to the Firs Farm event for their own purposes by the stall holder or any other person.
6. In the event of any damage to Firs Farm Park or costs being incurred by Friends of Firs Farm or to the property of other stall holders at the Firs Farm event or to any individual working for the stall holders Friends of Firs Farm or its appointed representatives is not liable for the damages.
7. Friends of Firs Farm will not be held responsible for money or Personal Possessions that are lost stolen or damaged

### Public Liability insurance

8. Friends of Firs Farm will not take responsibility for any products or equipment, which may cause harm to the public.
9. In accordance with the Borough of Enfield's Terms and Conditions for use of Parks and Open Spaces all stallholders must arrange their own public liability insurance with a minimum £5m indemnity limit.
10. Registration will not be complete until all supporting documents including a copy of your insurance certificate with your booking. Insurance cover must be in date at time of the Firs Farm Event.

### Other insurance

11. All stallholders must also arrange their own insurance including if required cancellation insurance. (Noting your fee cannot be returned if you are unable to attend or if the Firs Farm event is cancelled for any reason including weather inaccessibility of the site or other)

## Catering and Food Stalls

12. Stallholders providing food must submit valid copies of the following at the time of registration, which will be valid at the time of the Firs Farm Event. It must be clear in this certificate and any supporting documentation that the stallholder is able to provide food within the London Borough of Enfield.

13. For guidance please see [http://www.food.gov.uk/enforcement/enforceessential/startingup/#h\\_1](http://www.food.gov.uk/enforcement/enforceessential/startingup/#h_1)

14. Please ensure that you provide evidence with your registration form of the following;

- 🌿 Copy of the front page of the last food hygiene inspection report with a rating of at least 3
- 🌿 A valid Food Hygiene/Level 2 Certificate for operatives who will be handling food on the day
- 🌿 Evidence of Food registration with your local Authority.

## All Other Stalls

15. Stallholders providing therapy must supply details of trade body membership and provide photocopies with their application.

## Product Safety

16. The Trading Standards Officer in your own local authority can offer advice on current European legislation. Contact details are available via a postcode search at: [www.tradingstandards.gov.uk](http://www.tradingstandards.gov.uk).

17. New toys should bear the CE mark. This is not necessary for second-hand toys or those hand-made by individuals, though these must still meet the legal standards

18. Cosmetics safety includes face-painting materials aromatherapy and massage oils etc. should bear an appropriate trademark

19. Those offering therapy/cosmetic services including face painting should send us evidence of special skills training or experience with their booking. These must also be clearly displayed at all stalls that offer services involving massaging or touching the skin or hair of members of the public.

20. For minors aged up to eighteen a consent form is required signed by a parent or guardian before offering such services.

21. Henna traders should bring with them a list of the ingredients they use. Only traditional brown henna should be used.

22. You must not offer for sale second-hand electrical or toiletry goods or counterfeit CDs, DVDs or other electronic storage media items.

23. Any changes to the products or services after registration, offered by you must be discussed with the Firs Farm Committee or its appointed representatives prior to the Firs Farm event to ensure that the changes do not conflict with the theme of the Firs Farm event or fees paid.

24. You are to ensure that all relevant Health and Safety legislation is complied with at all times whilst you are at the Firs Farm Event. In particular Stallholders must ensure that their activities and those of any participants conform to Health and Safety practice relevant to your stall.



## Standards

25. You are responsible for the behaviour and conduct of all staff and volunteers used by you at the Firs Farm event and to abide by our Equality and Diversity code of conduct

## Equality and Diversity

26. Stand up for the rights of others as well as our own

27. Treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences irrespective of age, disability, ethnicity, gender, religion and belief, sexual orientation, transgender status or their preferences in music, the arts and sport.

28. Respect the feelings of other people and avoid saying or doing anything that will cause hurt and/or offence to others.

29. You are expected to conduct yourself in a in a good and orderly manner whilst at the Firs Farm Event

30. Stallholders who do not comply with these standards will either not be admitted to the Firs Farm event or will be asked to leave without any refund of fees.

31. On the day of the Firs Farm Event, Friends of Firs Farm by its appointed representatives reserves the right:

- 🌍 Not to admit any individual to the Firs Farm event at their discretion.
- 🌍 To eject any individual from the Firs Farm event should they feel that the individual is causing disruption to the event or is a danger to themselves and/or to others or for other reason at the sole discretion of the Committee or its representatives
- 🌍 To cancel or postpone the event at any time due to unforeseen circumstances in which case any fees paid are non-refundable.

33. The consumption of alcohol is only permissible inside Firs Farm Park in areas clearly designated for that purpose.

34. Drugs or other illegal substances are strictly prohibited at the Firs Farm Event and individuals found taking such substances will be reported to the Police and ejected from the Firs Farm Event.

35. All stallholders must comply with any bylaws and conditions of use as outlined on Enfield Council's website or other sources.

## Vehicles

36. Vehicles are NOT permitted within the Firs Farm park area during the Firs Farm Event day without specific need, consent from Firs Farm Event committee.

37. If vehicles are necessary for you to prepare your space at the event this must be arranged with the Friends of Firs Farm Committee beforehand. In such an eventuality there will be a Firs Farm Event warden(s) to guide the vehicle to your allocated space.

In addition to this please also refer to the letter "Driving in Parks – Use of Vehicles within Parks and Open Spaces" from the London Borough of Enfield a copy of which can be found on our website.

**Pitch**

38. You are required to bring all items necessary to facilitate the promotion of your products or services. Firs Farm Event Committee will provide no additional materials. Pitch sizes are 3mx3m unless otherwise stated during the registration process.

39. Stallholders should clearly exhibit their business or organisation name where applicable plus address and other contact details on their stall at all times during the Firs Farm Event.

**Litter**

40. You are responsible for ensuring that no litter or waste is left within your allocated area and you are required to provide suitable means of rubbish disposal at the Firs Farm Event. A £50 refundable deposit must be paid with your booking fee. This will be refunded within 7 days after the event.

**No rubbish or waste can be left at the park.**

**Risk Assessment**

41. You must carry out a Risk assessment for this event. A copy of which must be available to view on request at all times on your pitch /stall on the day of the event.

**Declaration**

I have read and understood the following event documentation (1,2 &3 below) and have or will provide before the event any and all required documentation including risk assessment and fees:-

- 1. Terms and conditions
- 2. Application Pack
- 3. Driving in Parks (You will find this at the back of this document)

Name (Printed) .....

(Signed) .....

Date: .....

**IMPORTANT INFORMATION  
PLEASE READ**

Parks Operations Manager

**RE: Use of vehicles within Parks and Open Spaces**

The Council is committed to improving our services to the public in parks. As part of our drive to reach national standards we are implementing a new policy on vehicle movements in parks and the implementation date for this new initiative was **1<sup>st</sup> March 2008**.

Please note the following:

**Do:**

- Adhere to the speed limit, if none displayed then do not exceed 5mph.
- Use your hazard warning lights when driving inside parks.
- Take extra care when approaching pedestrians, dogs or flocks of birds.
- If in doubt stop and allow pedestrians to walk past your vehicle
- Take extra care when taking corners not to damage grass edging
- Acknowledge park users as to why you are in the park, particularly if you are in an unmarked vehicle
- Use parking areas if provided
- Be aware of overhanging trees/shrubs ensuring they do not damage either your vehicle or the trees/shrubs.
- Take extra care when approaching shrub areas – these can conceal children and dogs that may run in front of you.

**Do Not:**

- Drive onto grass to go past pedestrians unless you are absolutely sure the ground conditions are suitable to take the vehicle weight without causing damage to the grass.
- Take your vehicle onto grass areas unless essential i.e. delivery materials attending breakdowns.
- Sound your horn unless absolutely essential.

If you have any queries or require any further information/ guidance please do not hesitate to contact us on the above telephone number.

Yours faithfully,



**Matthew Watts**  
**Parks Business, Strategy & Partnership Manager**