



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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SUMMER FETE APPLICATION - FOOD OUTLET/LARGE EXHIBIT

SATURDAY 10TH AUGUST 2024 | 11AM – 4PM

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: BBQ, Burgers, Tea Tent / Children's Rides/Attractions etc.

Your Name:

Address:

Postcode:

Telephone:

Email Address:

Number of pitches required or number of items:

FOOD OUTLET - £40.00 PER PITCH (Approximately 4m wide)

If you have a FOOD OUTLET please advise if you are able to offer food suitable for:

Lactose Intolerance Gluten Free Vegetarian Vegan Nut Intolerance

A CURRENT FOOD HYGIENE CERTIFICATE MUST ACCOMPANY THIS FORM IF PROVIDING FOOD IN ORDER TO CONFIRM BOOKING

PUBLIC LIABILITY INSURANCE OF £10,000,000 MINIMUM IS A REQUIREMENT FOR BOUNCY CASTLES, RIDES AND ACTIVITIES. PROOF IS REQUIRED WITH BOOKING FORM BEFORE APPLICATION CAN BE ACCEPTED

LARGE ATTRACTIONS - £40 PER ITEM

AREA/APPROXIMATE METRE SQ REQUIRED _____ (LARGE ATTRACTIONS ONLY)

- **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 10th JULY 2024**
- **75% OF NET PROCEEDS RAISED AT THE EVENT WILL BE DONATED TO THE TOWN MAYORS CHARITY**
- **STALLS ARE ALLOCATED ON A FIRST COME FIRST SERVED BASIS**
- **WE CANNOT ASSIST MANNING STALLS – YOU MUST PROVIDE STAFF.**

TOTAL AMOUNT PAID £

RECEIPT NUMBER

Notes/Comments

FURTHER INFORMATION

Car Parking – Cars may be parked behind stalls unless otherwise notified

Set up - stall holders can set up from 8.30am

Pitches – pitches for tables will be marked out on the grass and numbered. A letter will be sent near to the date of the fete with a layout of the park and your allocated plot number. 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 Notes/Comments section of 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.

DATA PROTECTION: by applying for a stall at the Summer Fete 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: Customer Services, Braunstone Town Council – Enquiries@braunstonetowncouncil.org.uk

Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP | 0116 2890045

For any event enquiries please contact:

Scarlett Myers – Communications and Events Officer, Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP | 0116 2899270 | Scarlett.myers@braunstonetowncouncil.org.uk