**LOUGHBOROUGH TOWN HALL AND MARKETS**

**APPLICATION FORM CHRISTMAS 2020**



|  |  |  |  |  |  |  |  |  |  |  |
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| SURNAME: | |  | | | | | | | | |
| FORENAME(S): | |  | | | | | | | | |
| PREFIX (i.e. Mr, Mrs, Ms, Mx, Mre) | |  | | | | | | | | |
| FULL ADDRESS:  (inc. postcode) | |  | | | | | | | | |
| CONTACT TELEPHONE NUMBER: | |  | | | | | | | | |
| EMAIL ADDRESS: | |  | | | | | | | | |
| DATE OF BIRTH: | |  | | | | NI No.: | | | | |
| EMERGENCY CONTACT DETAILS: | |  | | | | | | | | |
| NAME OF BUSINESS: | |  | | | | | | | | |
| GOODS TO BE SOLD: | |  | | | | | | | | |
| NAME OF OWNER (if different) | |  | | | | | | | | |
| ADDRESS OF BUSINESS:  (Inc. postcode) (if different) | |  | | | | | | | | |
| DO YOU HAVE A WEBSITE? | |  | | | | | | | | |
| DO YOU HAVE ANY SOCIAL MEDIA CHANNELS? | |  | | | | | | | | |
| VEHICLE MAKE/MODEL:  (Please note no parking on site, please use local car parking facilities) | |  | | | REGISTRATION NO.: | | | | | |
| HOW MANY GAZEBOS DO YOU REQUIRE WITH X2 6FT TABLES INSIDE? | |  | | | | | | | | |
| HOW MANY 10FT STALLS DO YOU REQUIRE WITH BUILT IN TABLE AND CANOPY? | |  | | | | | | | | |
| **DO YOU REQUIRE ELECTRICITY? (We provide a maximum of 240v/16a or 110v/16a) = to a maximum of 32amp.**  How many items of equipment do you plan to use? (Please list below?)  (Please note that there is a limited supply) | | | | | | | | | | |
| **PLEASE ATTACH 3 PHOTOS OF YOUR ARTWORK/GOODS/PREVIOUS STALLS WITH YOUR APPLICATION AND SEND THEM TO** [**SOCK@CHARNWOOD.GOV.UK**](mailto:SOCK@CHARNWOOD.GOV.UK)  **ALL STALLHOLDERS MUST HAVE PUBLIC LIABILITY INSURANCE FOR UPTO £5,000,000.**  **PAYMENT FOR YOUR STALL MUST BE PAID IN ADVANCE BY 15/11/2020. PAYMENT IS BY INVOICE.**  **No refunds will be given unless the markets are cancelled by Charnwood Borough Council.** | | | | | | | | | | |
| **DAYS REQUESTING TO ATTEND**  **(tick response)** | **Sunday 29th Nov**  **Handmade Art &Craft Fair** | |  | **Monday 30th Nov**  **Christmas Gifts & Food Markets** | |  | **Tuesday 1st Dec**  **Christmas Gifts & Food Markets** |  | **Wednesday 2nd Dec Christmas**  **Gifts & Food Markets** |  |
| **The cost of 1 pitch (Gazebo/Stall) is £20**  **If you would like to attend for 3 days, the cost will be £50**  **If you would like to attend for 4 days, the cost will be £65** |  | |  |  | |  |  |  |  |  |

**Please Note: Payment for stalls will be by invoice only and must be paid by 15/11/2020 to attend. Unfortunately we cannot offer refunds once your booking has been completed, unless we cancel the markets for any reason.**

***By marking the box below, we hereby agree to the T&C’s of the Market Regulations and the COVID-19 T&Cs, copies provided. We also confirm that we have the relevant Public Liability Insurance in place (min £5m).***

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| --- | --- | --- |
| **PLEASE MARK AN ‘X’ IN THE BOX TO AGREE TO THE ABOVE** |  | **DATE:** |

**Local Authority Registration** **(FOR FOOD TRADERS ONLY)**

**Please complete the form below. Please note, food traders must be registered with a Local Authority prior to trading.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF LOCAL AUTHORITY YOU ARE REGISTERED WITH: | |  | | | | |
| FOOD HYGIENE RATING SCHEME SCORE, FHRS: |  | (Minimum 3) | | DATE AWARDED: | |  |
| FOOD HYGIENE CERTIFICATE (tick) |  | NAME ON CERTIFICATE: | | |  | |
| ENVIRONMENTAL HEALTH OFFICER  CHECKED AND GIVEN CLEARANCE: | Signed: (BLOCK CAPS) | | Signature: | | | Date: |

**Data Protection**

For information about how and why we may process your personal data, your data protection rights or how to contact our Data Protection Officer,

please view our **Privacy Notice**