

# APPLICATION PACK

## Garstang Victorian Christmas Festival Application for Trade Stand Space 13<sup>th</sup> and 14<sup>th</sup> December 2010

Dear Sir/Madam,

Why not step back in time with us at the Garstang's popular Victorian Festival which is held on Monday and Tuesday evening, the week before Christmas from 6pm-8.30pm. The main High Street is closed to traffic and is filled with hundreds of residents and visitors roaming freely to grab last minute presents.

Everyone can capture the true 'spirit of Christmas' with street entertainers, late night shopping, Garstang's own town crier, Morris dancers, traditional Christmas fayre and much more!

Garstang Christmas Festival is a community event co-ordinated by Garstang Chamber of Trade and supported and organised by all Garstang local organisations.

If you would like to exhibit or sell at the festival, please send a cheque and the completed application forms that follow to *Mike & Jo Coleran, 5 Rowan Close, Garstang, PR3 1QR*. Cheques should be made payable to 'Garstang & District Chamber of Trade Christmas Lights Fund'.

### Charges for TWO NIGHT pitches are as follows:

	Pitch Frontage Size		
	4ft	6ft	10ft
<b>Instant Consumable Food Stalls</b>	£170	£220	£300
<b>Community Stalls</b>	£25	£25	£25
<b>Stall Holders</b>	£60	£80	£100

### Please note:

These charges are for **Monday and Tuesday** evenings inclusive.  
Community stalls include schools and clubs e.g. Scouts, Guides, Brownies etc. local to Garstang.

If you require any further information, please contact Mike & Jo Coleran on 01995 606682 or e-mail us at [garstangxmas@gmail.com](mailto:garstangxmas@gmail.com). We look forward to seeing you there!!

Kind regards

The Festival Committee.

## Garstang Victorian Christmas Festival Application Form

<b>Company/Organisation Name</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile telephone on the evenings</b>	
<b>E-mail address</b>	

We wish to reserve space at the 2010 Garstang Victorian Christmas Festival to sell/exhibit (description of goods/services):

.....

.....

The stand will fall under the category of (please tick):

Instant Consumable Food Stalls	<input type="checkbox"/>	
Community Stalls	<input type="checkbox"/>	
Stall Holders	<input type="checkbox"/>	

Cheques should be made payable to – *Garstang & District Chamber of Trade Christmas Lights Fund.*

I confirm that as a representative of the above organisation that I/we agree to the following terms and conditions:

- 1) INSURANCE – The above organisation has adequate Public Liability Insurance
- 2) TABLES, LIGHTING, ELECTRICITY etc will not be provided by the Chamber of Trade and Commerce.
- 3) FEES for attendance must be paid in advance
- 4) THE CHAMBER OF TRADE AND COMMERCE ACCEPT NO LIABILITY FOR ANY ACCIDENTS THAT MAY OCCUR AS A RESULT OF YOUR NEGLIGENCE.
- 5) Garstang High Street will be closed to traffic on both evenings at 6pm. ALL vehicles must be removed by this time.
- 6) The area must be left tidy with all rubbish removed before you leave.

I enclose a cheque for the full stand cost which is £.....

Signed..... Date.....



## Garstang Victorian Christmas Festival Risk Assessment Form - Guidelines

Using the guidelines below, please complete the risk assessment form considering what risks there may be to people on your stand, to other exhibitors, event volunteers and the general public during the festival and how you will minimise these risks on your exhibit. If additional sheets are required, please duplicate the form.

### HAZARDS:

Please include all hazards that you feel could be reasonably expected and could cause harm. The following examples can be used as a guide: chemicals, electricity, engine fumes, manual handling, moving machinery parts, noise, slips trips and falls, working at heights etc.

### HAZARD SEVERITY RATINGS \*:

**1 – Negligible** (remote possibility of harm) **2 – Marginal** (slight injury, minor first aid) **3 – Slightly dangerous** (some injury, not too serious) **4 – Dangerous** (serious injury or damage) **5 – Very dangerous** (could cause death or widespread injuries)

### HAZARD PROBABILITY RATINGS \*\*::

**1 – Improbable** (Unlikely to occur) **2 – Remote** (May occur at some time) **3 – Possible** (likely to occur at some time) **4 – Probably** (very likely to occur) **5 – Very probable** (very likely to occur soon)

### PERSONS AT RISK:

Please provide details of persons who may be at risk. The following examples can be used as a guide: your festival staff, lone workers, other exhibitors, festival volunteers, visitors, children etc.

### CONTROLS TO MINIMISE RISK:

Please provide details of reasonably practicable measures that you will put in place to minimise the risks that you have highlighted. The following can be used as a guide: meeting legislative requirements, providing safety equipment, using barriers, briefing staff, having appropriate signage displayed etc.