

WATTON TOWN COUNCIL FESTIVE CHRISTMAS MARKET

SUNDAY 27TH NOVEMBER 2022 1PM - 5PM

If you or your organisation would like to participate, please complete this form, which is to be signed and dated by the person in charge of your stall/activity on the day and return to the Town Council Offices with payment (cash, cheque made payable to Watton Town Council or BACS see below).

Payment is non-refundable.

	10ft outdoor pitch	£10.00	
	Hire of 3m x 3m gazebo & table*	£5.00	
	Hot food catering pitch	£30.00	

*limited number available, first come first served

- You must have your own **Public Liability Insurance**.
- If you are selling food or alcohol, you must have a Food and Hygiene Certificate from Breckland District Council.
- If a charity collection is being undertaken a Street Collection permit will be required from Breckland Council (online form at: <https://www.breckland.gov.uk/article/9726/Street-Collections-Regulation-Application-form>).
- The Town Council will require a copy of any permits and insurance.
- You do not need a permit to run a raffle or tombola on the day.

Name of Stall (Charity, Club Organisation)		
Type of Stall i.e. Craft, Food etc.		
Name of Contact		
Charity Registration no.		
Date of birth if under 18	<i>If under 18 consent will be needed from parent/guardian</i>	
Address		
Telephone No. Mobile No.		
Email Address		
Signature		Date:

Please note you need to supply your own tables, 10ft of space will be allocated per stall.

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Watton Town Council Event Risk Assessment Form	
Hazards	Safety measures to be implemented to reduce the risk of accidents
Setting up and dismantling stalls	Ensure all poles, stalls, tables etc. are placed in a manner that does not create a trip hazard. Take particular care in poor weather conditions or if the activity is held when it is dark. Stall/gazebos etc. must be set up by competent persons and stall tables must be suitable for the job.
Vehicle movement during set up and dismantling	Be especially vigilant for pedestrians, use a banks man if necessary. Take particular care in poor weather conditions or if the activity is held when it is dark.
Slips/trips and falls	Regularly ensure the floor area is clear of debris by removing all rubbish from around the stall. If any trip hazards cannot be moved ensure they are clearly marked. Ensure promotional banners and the like are placed so as not to cause trip hazards and that they are weighted down as necessary.
Vehicles	All vehicles which are not display vehicles must be removed from the area during trading and display vehicles must be supervised at all times.
Cabling	Ensure no cables create trip hazards and that cables are taped over in walk areas.
Hot food/Beverage making equipment	Ensure all equipment is situated as safely away from the public as possible and on solid foundations with the necessary caution signs in place. Tools to be kept out of the reach of members of the public. Equipment to be PAT tested and appropriate checks made before use.

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If you are using LPG please answer the following:

1. Do you have an inspection/gas safety certificate for the appliances you are using?	YES/NO
2. Are cylinders kept out of the reach of the general public?	YES/NO
3. Are appliances fixed securely on a non-combustible heat insulating base and surrounded by shields of a similar material on three sides?	YES/NO
4. Are the gas cylinders readily accessible to enable easy isolation in case of emergency and is the gas supply isolated at the cylinder as well as at the appliance when the apparatus is not in use?	YES/NO
5. Is someone appropriately trained in the safe use of LPG present at the stall at all times?	YES/NO

General Data Protection Regulations Privacy Notice

Consent to hold Contact Information.

I agree:

- that I have read and understand Watton Town Council's Privacy Notice, available at www.wattontowncouncil.gov.uk
- by signing below that the Council may process my personal information for providing information and corresponding with me.
- that Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to

- request modification on the information that you keep on record.
- withdraw my consent and request that my details are removed from your database.

Signature	
Print name	
Date	

PLEASE RETURN YOUR FORM, REMITANCE, PROOF OF INSURANCE AND RISK ASSESSMENT BY NOVEMBER 1ST

Pitches will not be allocated until all paperwork and payment is received

BACS Payment Details

Account name: Watton Town Council, Account number: 20399801, Sort code: 60-83-01

For further information, please contact the Deputy Town Clerk on 01953 881007

E-mail: deputyclerk@wattontowncouncil.gov

Watton Town Council, Wayland Hall, Middle Street, Watton, IP25 6AG

www.wattontowncouncil.gov.uk