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| **Stallholders Application Form**  We can offer free pitches for charities and those in the voluntary sector and there is a small charge for businesses and traders.  Before completing, please read the guidance pack to assist you in your application. | |
| **Name**  (organisation/business) |  |
| **Name of lead**  (if different from above) |  |
| **Address**  (For invoicing if required) |  |
| **Contact number.**  (daytime) |  |
| **Email** |  |
| **Cost Code**  **(Council ONLY)** |  |
| **No. of vehicles on site**  (Passes will be sent for all vehicles) |  |
| **Description of stand including activities and goods on sale** |  |

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| **Outdoor Space - Voluntary Sector and Council Teams**  Please tick which stall you require. If you are applying for multiple events and wish to have different size stands, please in the ‘Notes to Organiser’ box. | | | |
| **Size** | **Total m2** | **Price** | **Tick** |
| 3m x 3m | 9 | Free |  |
| 6m x 6m | 36 | Free |  |
| 9m x 9m | 81 | Free |  |
| **Larger space** (Please specify in metres) | | | |
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| **Outdoor Space – Traders and Businesses**  Please tick which stall you require. If you are applying for multiple events and wish to have different size stands, please in the ‘Notes to Organiser’ box. | | | |
| **Size** | **Total m2** | **Price** | **Tick** |
| 3m x 3m | 9 | £50 |  |
| 6m x 6m | 36 | £75 |  |
| 9m x 9m | 81 | £100 |  |
| **Larger space** (Please specify in metres) | | | |
|  |  | POA |  |

Please tick if you have any of the following:

Guy ropes q Marquee/gazebo/structure q

Tow Bar q Generators (MUST BE DISEAL) q

Pressurised containers q Hazardous substances q

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| **The One Borough Festival Saturday 27July** | **12pm to 5pm** |

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| **Optional Extras (per event)**  If you are applying for multiple events and wish to order different equipment (optional extras) for each of these events, please specify in the ‘Notes to Organiser’ box. Please note all gazebos/ marquees must be sufficiently pegged/weighted into the ground | | |
| **Item** | **Cost per Item** | **Number Required** |
| Trestle table | £12 |  |
| Chair | £5 |  |
| Weights (for a 3m x 3m marquee) | £85 |  |
| Weights (for a 6m x 3m marquee) | £125 |  |
| Marquee (3m x 3m)  Marquee (3m x 6m) | £175  £275 |  |
| Access to power (single socket) | £75 |  |
| **Total per event** | **£** |  |
| **Total for all events** | **£** |  |
| **Notes to organiser (Please state what days you would like to attend, Saturday, Sunday or both)** | | |

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| **Health and Safety** (to be included with this application) | |
| Risk Assessment |  |
| Method Statement |  |
| Public Liability Insurance (£5 million) |  |
| Price list if selling items or charging for activities |  |
| **The Council and event organisers reserve the right to select applicants that suit the event and audience, therefore not every request may be successful.**  **Deadline for submission: 1 July 2024**  **Please return asap** to: [summeroffestivals@lbbd.gov.uk](mailto:summeroffestivals@lbbd.gov.uk) | |