

Leighton-Linslade Carnival

Stall Rules 2019

1. Payment (Cheque/POs payable to Leighton-Linslade Carnival) must accompany applications. Stallholders must also include a Risk Assessment and a copy of Public Liability Insurance cover (where appropriate).
2. The Carnival will try to comply with your individual requirements but can't guarantee individual sites.
3. Stallholders are not allowed to raise money for their own organisation by collecting tins or similar. Any collections in the recreation ground will be considered as Carnival funds, and must be handed to the Treasurer
4. To guarantee a space, application must be lodged by the Sunday preceding Carnival (late applications may be accepted).
5. Stallholders must supply their own tables, gazebos etc.
6. You will be responsible for maintaining, and leaving your pitch in a clean and safe condition. Failure to do so could result in a litter picking surcharge.
7. Trade stalls must show trading name and address on your pitch and on your relevant public liability insurance certificate.
8. Your stands or stalls etc can be erected on the Carnival ground after 8:30am on the day of the Carnival and must not be removed until after 16.15.
9. You are reminded that you are responsible for the observance by yourselves, your employees and your contractors of the Health and Safety etc Act of 1974 and the relevant statutory provisions that cover all safety regulations.
10. On arrival at the Carnival ground you MUST use the Grove Road entrance and report to the site manager prior to setting up in your allocated space.
11. You are reminded that your vehicles must be parked behind the area of your pitch during unloading and the vehicle with a permit must be removed to the on-site public parking area by 10:15. All other vehicles must be removed from the site by 10:15. Parking is at owner's risk.
12. To comply with the Carnival's Health & Safety strategy, there can be NO vehicular movement on the Carnival ground after 10:30am. The ban on vehicle movement applies until the end of the Carnival, approx 16:15 and may be varied on the day by the Carnival site manager. Medical emergencies are excluded from this clause, but movement must be approved by a member of the Carnival Committee or emergency services, and the vehicle must be accompanied whilst in the recreation ground.
13. Vehicles arriving for the removal of stands at the close of the Carnival will not be allowed to enter the Carnival ground until the vehicle movement curfew is ended.
14. All vehicles moving on the recreation ground must have hazard lights switched on, and travel at no more than 5mph
15. The catering rights at Leighton-Linslade Carnival are held exclusively by the Carnival Team. No exhibitor may sell any food, confectionery, beverage (alcoholic or otherwise), cigarettes or tobacco except those exhibitors who have a specific agreement with the Carnival Committee.
16. Quiet running generators (completely muffled) or loudspeaker systems are only permitted with the permission of the Carnival Committee. Diesel powered generators are preferred. Petrol powered generators MUST be switched off during re-fuelling and have a suitable fire extinguisher available nearby.
17. You are required to comply with the instructions of the Site Manager. Anyone not doing so will be expelled from the Carnival ground.
18. No raffle will be allowed to operate at the Carnival without the express permission of the Carnival Team. The selling of raffle or lottery tickets on a trade stand is strictly prohibited unless the operation is covered by licence under the Lotteries and Amusements Act, 1976. A copy of this licence must be produced at the time of the trade pitch application.
19. No stallholder may charge for entry into their pitch.
20. Booking fees are not returnable except in the unlikely event that the Carnival is cancelled by the Carnival Committee
21. The Carnival Committee, its officers and servants will not, in any way, be liable to any persons whatsoever for any damage or loss, however caused, to the property of any such person or for any injury, fatal or otherwise, to any such person while at the Carnival.
22. Every exhibitor shall be solely liable for any loss, injury or damage that may be done to or occasioned by or arising from any article or property exhibited or brought on to the Carnival ground by or for him, and he shall indemnify the Carnival Team on account of or in respect of such damage or injury.
23. Only those goods declared on the approved booking form will be permitted to be sold.
24. Political and religious groups must confine their activities to within their stall pitch. No member of the public is to be approached, by helpers from these stalls, on any other part of the Carnival site.
25. The selling of livestock and alcohol, or giving it as a prize, is strictly prohibited. Any stall wishing to have alcohol as a prize must display a voucher exchangeable for the prize offsite at end of Carnival.
26. All injuries must be reported to the First Aid Post.
27. No Smoking laws apply to all marquees and enclosed areas. The Carnival Committee or a representative of the Fire Service may inspect marquees, occupied areas and stalls to ensure maximum fire safety.
28. The Carnival Committee reserve the right to refuse participation in Carnival.



Leighton-Linslade Carnival 2019

Stall Booking Form

Leighton-Linslade is a membership organisation (no membership fees payable). Contact details entered on this form will be stored on Leighton-Linslade Carnival membership database, and will only be used for purposes related to Carnival, It will not be shared with other groups or organisations.

Name of Organisation	
Contact Name	
Contact Telephone	
Contact Email	
Contact Address	
Stall Size m x m (standard size 3m x 3m)
Stall Type (please circle)	Charity (£15 plus £5 each metre over 3m)
	Cottage Industry (£15 plus £5 each metre over 3m)
	Commercial (£30 plus £25 each additional 3m)
	Promotion only - no selling (Free of charge)
Fee Payable	£..... (Cheques payable to Leighton-Linslade Carnival)
Stall Activity / will sell	

I have read, and accept, the rules published with this form

Signed

(please print name)

**Please complete (in block capitals) and return this form, by the Sunday preceding Carnival, with the appropriate fee, public liability insurance certificate and risk assessment, to:
Mark Freeman, 7 Station Road, Linslade, Leighton Buzzard LU7 2NA**

Final details regarding access and car permits will be issued during the week before Carnival.

Leighton-Linslade Carnival Stall Risk Assessment

Hazard	To whom	Control Measures	Likelihood to harm	Severity of harm
* Stalls or objects falling onto crowd	Public (P) Staff (S) Exhibitors (E) Others (O)	Stallholders check stalls at all times for obvious problems, particularly if weather conditions poor. Place large/unstable or potentially dangerous objects to rear of stall or remove completely. Stallholders check tables, gazebos, goods for stability.	Rare Unlikely Possible Likely A l m o s t certain	Minor Moderate Significant Serious Major
* Unloading vehicle carrying equipment to venue, and setting up stall	Public (P) Exhibitors (E)	Park behind stall space with other stallholders in mind. Carry only what you are capable of. Ask for the assistance of others. Ensure tables can support weight. Clearly mark any loose ropes, cables and obstructions. Remove authorised vehicle to parking location by 10.15 and remove all other vehicles from the park.	Rare Unlikely Possible Likely A l m o s t certain	Minor Moderate Significant Serious Major

* These are example entries

Leighton-Linslade Carnival Stall Risk Assessment

RISK ASSESSMENT DECLARATION (To be signed by all applicants)

I (we) the undersigned identify that the above risk assessment is appropriate for the stall I have requested at Leighton-Linslade Carnival in Parsons Close Recreation Ground on Saturday 13 July 2019, or I attach a full risk assessment of my own. I agree to abide by all the control measures identified, and to make further controls where appropriate in respect of the activities I am planning to undertake at this event. I (we) take full responsibility for identifying and controlling any risks arising from my proposed activity, and for any incident or loss arising, under any circumstances, from our activities at the event.

Signed

Printed name

On behalf of

Date

Carnival Stall 2019 Insurance Form

Non-Commercial only

If you do not have your own 3rd Party Liability insurance, and would like to be included in ours, please complete (in block capitals) and return this form, by the Sunday preceding Carnival, with the appropriate fee to:
Mark Freeman, 7 Station Road, Linslade, Leighton Buzzard LU7 2NA

Name of Organisation	
Contact Name	
Contact Telephone	
Contact Email	
Contact Address	
Signed	
(please print name)	

Please enclose your separate cheque for £10 with this application