



Aldershot Christmas Lights
Switch On
Saturday 16 November

Stallholder Application Form

COMPANY DETAILS

Before completing this form please read the attached terms and conditions below carefully.

Contact Name

Pre-event: _____

During event: _____

Company / Organisation Name

Company / Organisation Trading As

Postal Address

Postcode

Contact Email Address

Contact Telephone Number

Contact Mobile Number

Business Website Address

www. _____

(may be used for advertising)

Twitter Handle

Facebook Page:

www.facebook.com/ _____

STALL INFORMATION

Do you sell?

Cold food

Hot food

Beverages

Gifts

Other

Type of Stall Required. Please check one box only. If multiple stalls are required, please complete a separate form for each. We do not provide equipment (gazebos, tables, chairs, generators, lighting etc).

Sole traders – up to 5 employees

Single Pitch 3x3m £ 20

Double Pitch 6x3m £ 40

CHARITY / NOT FOR PROFIT (OUTSIDE ONLY)

Single Pitch 3x3m free

Organisations over 5 employees

Single Pitch 3x3m £ 35

Double Pitch 6x3m £ 70

We do not provide additional lighting for stalls. Please describe what you will do to light your stall and products... **Do not leave this blank**

If your stall is housed in a vehicle which you serve from (for example a coffee van, please explain the type of vehicle and exact size...

STALL PRODUCTS & ACTIVITIES

Products / Service for Sale / Fundraising Activities

We will ensure that there is a balance of vendor types when approving applications, so please give as much detail as possible. What you list here may be used in promoting the event and will be used to plan the layout of the event...

Please explain what you will do to give your stall a festive feel...

FOOD & DRINK STALLS ONLY

All food based stallholder applications will be checked by Rushmoor Borough Council's Environmental Health Officers. You must confirm that you are a registered food business with your local authority before applying for a stall. If you are awaiting registration or have been classified 'low risk', please let us know with your application.

Name of local authority your food business is registered with

.....

What name is your business registered in?

.....

What is your current food hygiene rating?

.....

I confirm that I have food safety management procedures in place

Yes

POWER

If you are bringing power for your stall, will this be...

LPG (enclose gas safety certificates)

Diesel generator

Charcoal

Other

specify: [Click here](#)

I confirm that all appliances are PAT tested (evidence must be displayed on the day)

Yes

N/a

RISK ASSESSMENT

All applicants must provide a risk assessment covering their market stall and the related hazards.

HEALTH & SAFETY

- Will you be bringing live animals with you for your pitch? Yes No
- Will you be selling alcohol? (Enclose copy of personal licence & apply for TENS) Yes No
- I agree not to play music on my stall Yes
- I agree to take my stall waste off-site for disposal Yes

PAYMENT

Payment is strictly by cheque only. Please enclose a cheque made payable to 'Rushmoor Borough Council'. An invoice / receipt will be provided if the application is accepted. In the event of your application being unsuccessful any fees paid will be returned in full. Unfortunately we are unable to accept electronic payments. Please send a cheque by post clearly marked with your business name on the reverse if you are submitting your form by email. Cheques must be received before the application deadline.

THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN YOUR APPLICATION

The following documents are required in order to process your application and must be sent with this application form. Incomplete applications will not be considered. Cheques must be received within 5 days of your application.

Public Liability Insurance Schedule showing policy number, £ level of cover, expiry date and that you are covered for PUBLIC LIABILITY (not employer liability). The certificate date must cover the event. Yes

- Photographs of your stall and products Yes
- Risk assessment Yes
- Cheque Yes In post
- Food hygiene certificate enclosed Yes n/a
- Food safety training certificates enclosed Yes n/a
- Gas Safety Certificate (in date) enclosed Yes n/a
- Copy of Personal Licence (for alcohol sales) Yes n/a

DECLARATION

I confirm that I have enclosed the relevant documentation as laid out in the section above. I have enclosed / sent payment and understand that my application will be approved by the management team before a booking is confirmed. I understand that failure to provide all required documents and payment means the application will not be considered. I have read and agree to abide by the Rushmoor Borough Council booking terms and conditions together with the Rushmoor Borough Council terms and conditions and understand that failure to comply with these terms and conditions will result in the cancellation of this agreement and/or dismissal from the event. By submitting the application form to trade you are signing and agreeing to all rules, regulations and terms and conditions set by Rushmoor Borough Council.

Signed **Name**

Name **Date**

Name of Business

Applications will close when the event becomes fully booked.

Please send completed applications and supporting documents by email to jenny.atherton@rushmoor.gov.uk or by post to Town Centre Events Team, C/o Princes Hall, Princes Way, Aldershot, GU11 1NX

PRIVACY NOTICE

Privacy Notice – Aldershot Community Christmas Festival Stallholders

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 327671, via email to towncentremanager@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk.

2. What we need your information for and the legal basis for it

We need your personal information to process your stall application. By submitting your details, you are giving the council consent to process your information.

You have the right to withdraw consent at any time. If you wish to do this, please use the contact details at the start of this notice. Please bear in mind that if you do so this may affect our ability to carry out tasks above that are for your benefit.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

There are certain circumstances under which we may disclose your personal information to third parties. For example when we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will normally keep your details in our database for a period of five years from the date of the event, for VAT and tax purposes. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing
- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

If you do not provide your information we will not be able to accept any entry from you and you will not be included in the event.
