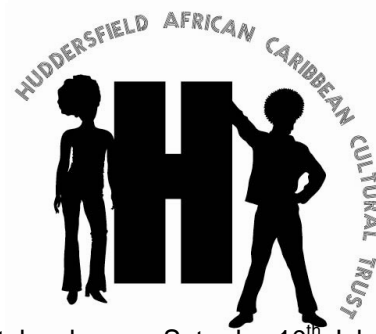


May 2010

Dear Sir/Madam

Re: Huddersfield Carnival 2010



This year Huddersfield Carnival will take place on Saturday 10th July 2010.

Huddersfield Carnival Committee would like to offer you the opportunity to take advantage of the thousands of visitors to Carnival, by inviting you to apply for a pitch at this hugely successful event.

As Greenhead Park is under renovation this year, we have had to move the Huddersfield Carnival main event to the town Centre. There are various locations available, which is outlined below – a site map is also available upon request.

If you are interested in applying for a Stall in the town centre, please complete the enclosed application form. Steel frame stalls will be set up for all stall holders in the Town Centre. Completed application forms and full payment must be received by Saturday, 2nd July 2010. As we have limited space allocated for stalls, we encourage you to book early to secure your space and avoid disappointment. Due to security reasons we are unable to accept payment on the day.

Please note that no vehicles will be allowed to be kept with the stalls in the town centre. You would be allowed to drop and leave your goods and find suitable parking. You will be updated later on this.

- Zone A – Standard Stall (4 m) St Georges Square £420.00 (Food or none food)
- Zone B Standard Stall (4m) New Street £220.00 (Food) £190.00 (none food)
- Zone C Standard Stall (4m) Piazza £220.00 (Food) £190.00 (none food)
- Zone D Standard Stall (4m) Mandela Corner £220.00 (Food) £190.00 (none food)
- Zone E Standard Stall (4m) St. Peter's Gardens £220.00 (Food) £190.00 (non food)
- Only one Bouncy Castle space will be available to the highest bidder in Zone C
- Mobile unit (s) e.g. Ice Cream Vans and Burger Vans etc (subject to size and location)

All Stallholders must provide a copy of a valid Public Liability Insurance Certificate. All food traders must also provide a valid copy of the Food Hygiene Certificate which is within 2 years of date with your completed application form. (copies of these documents for our files and Kirklees Council).

Please keep and refer to our Terms & conditions and sign the declaration part and send this to us with your application form.

Strictly no selling of alcohol is allowed

Yours faithfully

Mary Augustine

Chair

On behalf of the Huddersfield Carnival Committee

STALL APPLICATION
(Per stall)
Deadline for Application: 2nd July 2010

Name of main contact

.....

Name of company or organisation

.....

Contact address

.....

..... Postcode

Telephone Mobile

Email address

Charity Registration Number (if applicable)

.....

Please submit a copy as Proof. If we don't received the poof then you will be charged normal rates

Insurance (please tick box as appropriate)

I enclose a copy of my current Public Liability Insurance (valid for 10th July 2010)

I enclose a copy of my Street Trader Licence (valid for 10th July 2010)

I enclose a copy of my Food Hygiene Certificate (valid for 10th July 2010)

I confirm I hold insurance for my own goods

.....

Generators

Will you be using a generator?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is it silent running?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is it diesel fuelled?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will you be using any gas?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Generators will need to comply with the attached Health & Safety regulations. Generators will be checked on the day and if they do not conform to the regulations you will not be allowed to use them. **This must be a diesel silent running generator.**

SPACE REQUIRED (Please tick as appropriate to indicate the type of space required)

Food * Non-food Charity/Information Bouncy Castle
Mobile Unit.....

Please provide a full description of items being sold or nature of activity of your stall (you may be asked to remove items from your stall if they are not listed below or if they do not conform to licensing or health and safety requirements). **Strictly no selling of alcohol is allowed.** Stalls will be checked on the day.

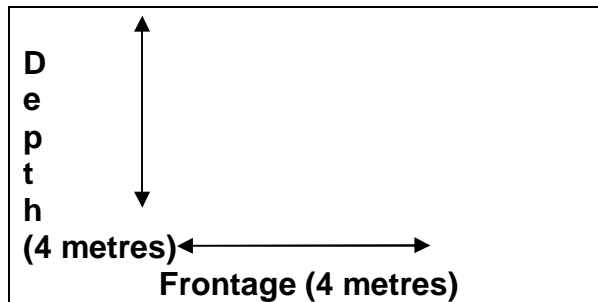
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* mobile unit

STALLS

Charges for the basic pitches are attached

PLEASE INDICATE YOUR REQUIREMENTS BELOW – This section applies only to zones B, C and D. For bouncy castle or Mobile Unit, kindly indicate how you will set up your stall pitch.



(Zone A)	St George's Square	
At £420 per stall	FOOD	NON - FOOD
STALL & COVER (4m X4m)		

	(Zone B) New Street			(Zone C) Piazza		
	FOOD	NON - FOOD	CHARITY	FOOD	NON - FOOD	CHARITY
PRICE	£220	£190	£75	£220	£190	£75
STALL (4 x4)						

	(Zone D) Mandela Corner		
	FOOD	NON - FOOD	CHARITY
PRICE	£220	£190	£75
STALL (4m x 4 m)			

(Zone E) St. Peter's Gardens		
FOOD	NON - FOOD	CHARITY
£220	£190	£75
STALL (4m x 4 m)		

Bouncy Castle space in Zone C – Piazza – due to lack of space in the town centre. We feel that it's fair to offer this space size of 20 ft X 26ft to the highest bidder. (guide price is £600.00). HACCT will assume that your bid accepts that you have the following in place:-

(a) Insurance Certificate for PI cover (b) safety test certificate for your bouncy castle

Mobile Unit – we can only provide limited spaces in the following Zone areas – B, C and D. Due to the size of your unit and how much space this will take up. Therefore, we need to know the size of the unit and submit a picture of the unit. What you will be selling, copies of the PI cover and food Hygiene certificate if it's within 2 years of date.

Vehicle Pass Requirements:

Please note that we are not able to allow any vehicles with your stalls. You will only allow you to entre the town centre after 6am to load and unload your goods off your vehicles. Your vehicle (s) must leave the premises by 8 am for safety reason. This information section is subject to change.

FOR LOADING AND UNLOADING ONLY – Vehicle must be removed from the stall area by 8am	Vehicle Registration Number	Vehicle Make	Vehicle Model & colour
Vehicle 1			

Data Protection Act 1998

The information provided by you on this form will be held on the Huddersfield African Caribbean Cultural Trust and the KMC Carnival database in order to process your application.

I/We, the undersigned, declare that to the best of my/our knowledge and belief this application, which I/We have read over and checked, is true and complete. I/We are willing to accept the terms and condition of the Huddersfield Carnival and we undertake to provide the requested information and payments. However, if for any reason I/We are not able to notify you of any changes made to this contact before the 2nd July 2010 this contract will automatically become invalid.

I enclose a cheque payable to **Huddersfield African Caribbean Cultural Trust** for the **full amount**.

Name (print) _____

Signed _____ Date _____

Please return to:

**Huddersfield African Caribbean Cultural Trust
Hudawi Cultural Central, Equinox Room
Great Northern Street
Huddersfield
HD1 6BG
01484 536542 or 079611 89281**

OFFICE USE ONLY

Date received: _____ Receipt No: _____

Payment of _____

Food Hygiene certificate No: _____

Public Liability Insurance No: _____

Street Trading Licence _____

Terms and Conditions for Hirer of our stalls or |

All Traders

1. You must follow any instructions issued by Huddersfield Carnival committee member or their representative.
2. The Huddersfield Carnival Committee reserves the right to refuse an application.
3. Any costs incurred by Kirklees Metropolitan Council as a result of a stall/pitch holder causing damage in whatever manner to land, services or buildings, will be recharged together with any subsequent loss of income or services.
4. The stallholder is responsible for the safety and control of persons working on or visiting they stall or pitch.
5. You will be given a stall/pitch number which must be displayed on your stall and this will be checked on the day by a Stall Inspector.
6. The site and position of the allocated stall or pitch are as stipulated by the Huddersfield Carnival Committee.
7. You must trade within your allocated space and no vehicle will be allowed with your space.
8. You must use the stall or pitch only for the goods and services as agreed on the application form.
9. You shall not sell or display any item that contravenes Huddersfield Caribbean Carnival or Kirklees Council policies.
10. No intoxicating liquors may be sold from the stalls or pitches. Stalls will be checked by an inspector throughout the day and alcohol for sale from an unlicensed stall will be removed. If the sale continues, the stallholder could be asked to leave the site.
11. Any cleaning costs due to the site being left in an untidy state will be recharged.
12. If you are applying for a stall/pitch under your charity registration number then your stall must not be bigger than a standard stall size.

Insurance

1. You are required to have your own insurance liability for damage/theft of any of your equipment. Proof of cover must be submitted with your application.
2. You are required to hold appropriate public and third party liability insurance to the satisfaction of Kirklees Council.

3. You are required to hold appropriate licence to trade in the town centre on the 10th July 2010. This must be submitted with your application form.
4. Without these documentation then we will have no choice but to refuse your application.

Refunds

1. Refunds for cancellations will be at the discretion of the Huddersfield Carnival Committee or their representative.
2. Notice of non-attendance
 - 3 weeks notice of non-attendance – full refund of basic fee
 - 1 week's notice of non-attendance – 50% refund of basic fee
 - Non-attendance on the day – no refund

There will be no refund for any equipment ordered on your behalf for your stall.

Additional Terms & Conditions for Food Traders

The responsibility to produce **safe food** remains with the proprietor and not with the Huddersfield Carnival Committee.

Due to environmental regulations all stallholders who are selling hot snacks and food are required to ensure that:

1. Your stall area must be kept clean and maintained in good repair and condition, as to avoid the risk of contamination of foodstuffs and harbouring pests, so far as is reasonably practicable.
2. Appropriate facilities are available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands).
3. Surfaces in contact with food must be in a sound condition and be easy to clean and, where necessary, disinfected. This will require the use of smooth, washable, non-toxic materials, unless the proprietor of the food business can satisfy Health & Safety inspectors that other materials are appropriate.
4. Adequate provision must be made for the cleaning and where necessary, disinfecting of work utensils and equipment.
5. Adequate provision must be made for the cleaning of foodstuffs.
6. An adequate supply of hot and/or cold potable water must be available.
7. Adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions must be available.
8. Ready to eat foods must be kept away from raw foods that may contaminate them both in storage and during preparation.

9. Stalls cooking food on site must provide an appropriate fire extinguisher which is kept at close proximity which has been serviced within the guidelines for that extinguisher. This will be checked by Kirklees Council on the day and if not satisfactory, a replacement will be installed and the cost of this recharged to the stallholder.
10. Your stall area must be kept tidy. The Huddersfield Carnival Committee will supply you with bin liners if required. Any cleaning costs due to the site being left in an untidy state will be recharged to the stallholder.
11. All catering stallholders must provide a valid copy of the Food Hygiene along with the PL and Street Trade licence Certificate with the application form.

Failure to comply with the above could result in possible prosecution under the Government Health & Safety Regulations.

STALL NUMBER: _____

Please keep our Terms & Conditions for further reference and sign the declaration form below. Please return to us with your application form to the address below.

Terms and Conditions for use of stall or pitch
Declaration Form
10th July 2010

NON-FOOD TRADER

- **I/We agree to comply with the terms and conditions as a non-food trader.**

Name (print) _____

Signed _____ Date _____

- Declaration form for terms & Conditions
- Your stall application form

OR

FOOD TRADER

- **I/We declare that the food and Safety requirements under the above terms and conditions will be met for the Huddersfield Carnival on the 10th July 2010.**

Name (print) _____

Signed _____ Date _____

- Declaration form for Terms & Conditions
- Your stall application form
- Your Food Hygiene Certificate

All cheques and postal orders must be made payable and crossed A/C payee to the Huddersfield African Caribbean Cultural Trust (HACCT).

Please send Payment(s) with completed application forms to Huddersfield African Caribbean Cultural Trust, Hudawi Cultural Central, Equinox Room, Great Northern Street, Huddersfield HD1 6BG. 01484 536542 or 079611 89281.