

**EVENT APPLICATION 2020**  
**CAERPHILLY CHRISTMAS MARKET**  
**SATURDAY 12<sup>th</sup> DECEMBER 2020**



**Trader Information**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Is your business based in:-

CCBC  Wales  UK  Outside the UK

**Are you intending on offering alcohol at the event?**

(Please note that samples and selling alcohol for offsite consumption only is permitted. You are only permitted to sell alcohol for onsite consumption if you apply for a mulled wine/mulled cider pitch))

YES  NO

**Pitch Availability & Costs (Tick Requirements)**

Type	Pitch Fee	Table	Electric	Handwash	Total Cost
3m by 3m Stall FOOD, CRAFT & COMMERCIAL TRADERS	£150 (CCBC to provide a 3m by 3m stand)	Table £10 each 1 <input type="checkbox"/> 2 <input type="checkbox"/>	£200 <input type="checkbox"/>	£50 <input type="checkbox"/>	
3m by 3m Stall FOOD & DRINK CONCESSIONS (Includes mulled wine/cider)	£200 (CCBC to provide a 3m by 3m stand)	Table £10 each 1 <input type="checkbox"/> 2 <input type="checkbox"/>	£200 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Trailer Pitch (Suitable for businesses and CCBC departments that require a presence on the event site in their own trailer units or branded tentage but not suitable for general food, charity and commercial arts and craft stands)	£150 (Price is per 3m by 3m pitch required (Max area 9m by 3m))  Own branded stand/trailer – picture to be provided and size of unit indicated below  Unit size: _____	Table £10 each 1 <input type="checkbox"/> 2 <input type="checkbox"/>	£200 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Trailer Pitch Concession (Suitable for food businesses that require a presence on the event site in their own trailer units or branded tentage but not suitable for general food, charity and commercial arts and craft stands)	£200 3m by 3m (Max area 6m by 3m)  Own branded stand/trailer – picture to be provided and size of unit indicated below  Unit size: _____	N/A	£200 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Mobile Pitch Max 2 persons (This pitch requires traders to be mobile and not have a fixed position on the event site) e.g. leaflet distributor, traders operating from a trolley	£150	N/A	N/A	N/A	

### Special Considerations:

- **If you have any specific requests, such as being in a certain position on the event site, please state below.** (Although we cannot guarantee that we will be able to fulfil all requests we will try and accommodate them during the planning stages).
- **If you would like a double pitch i.e. 2 stalls, please state here. (Please note double pitches are not guaranteed).**

### Payment Method

**Payments should be made by credit/debit card over the phone.** Please do not make payment until you are notified that you have been successful by the events team. You will be given a two-week timeframe to make payment for the full amount. After two weeks your pitch space will be cancelled and reallocated.

**The contact number and details of how to make payment will be issued once you have been informed if you have been successful.**

## Terms & Conditions

### Supporting Documentation & Contact Sheet

The overall contact sheet along with all supporting documentation must be **EMAILED** with this application. Only one contact sheet and one set of documentation needs to be returned for all 2020 events.

### Supporting Event Specific Information

A concession is classed as any trader selling food or drink intended for consumption onsite.

Please note if you hire a handwash unit the electric fee will also apply.

Maximum electric availability per trader is 16kw.

No generators are permitted at any CCBC events without written consent from the event organiser.

Catering Units and food stands are permitted to have LPG within the unit but this must be made aware to the organiser on their application form.

### Conditions Of Acceptance & Event Safety Management Policy

It is the stallholders' responsibility to read and agree to the terms and conditions within The Conditions of Acceptance and Event Safety Management Policy for stallholders prior to applying for a space.

### Event Traders Selection Policy

An event trader's selection policy will be in place prior to the events taking place. To see a copy of this policy please email [events@caerphilly.gov.uk](mailto:events@caerphilly.gov.uk)

### Indemnity

In returning this form you are confirming that you have read the Conditions of Acceptance and Event Safety Management Policy along with the terms and conditions on this form and agree to indemnify the organiser in respect of your attendance at the event for which you are now applying.

### Payment Terms

**On returning this form you are agreeing to the below information:**

Payment is by credit/debit card and must be made for the full amount in one payment including any additional requirements such as electric, tables and handwash, where applicable.

Payment should not be made until we have confirmed that you have been successful in your application.

The applicant agrees that on completing this application form and returning it, they are requesting to be accepted into the above event. On receiving confirmation that they have been successful **payment must be made during the given timeframe**. Any payments outstanding after this date will result in the space being cancelled and reallocated.

After payment has been made, if a trader can no longer attend the event they must inform the Events Team in writing. If the cancellation is received 2 weeks prior to the event a refund will be made minus a £20 administration fee. **i.e. If an event is taking place on Saturday 12<sup>th</sup> December the cancellation must be made in writing no later than Friday 27<sup>th</sup> November.**

Any cancellations received after the 2-week notice period will result in the full payment being forfeited.

All unsuccessful applications will be retained on a reserve list to fill cancellations if they arise.

Failure to attend the event with no given notice could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

Failure to comply with all the payment terms, the Conditions of Acceptance & Event Safety Management Policy and the event trader's selection policy, could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

**This is an application form and does not guarantee a booking for the event.**

**The event organiser, on behalf of Caerphilly County Borough Council will consider the application for inclusion in the event and notification of your success or otherwise in securing a pitch will be issued in due course.**

**Please send completed applications to:**  
**[eventapp@caerphilly.gov.uk](mailto:eventapp@caerphilly.gov.uk)**