



HILLINGDON
LONDON

Hayes Carnival 2017

Community Pitch Booking Form

To hire a pitch to run a Community Stall at this year's carnival on Saturday 8th July you will need to complete this application form and the attached checklist in full and return it with any required documentation and payment (**by cheque made payable to the London Borough of Hillingdon by Friday 17th March 2017 latest.**

Before completing this form we would ask you to please note that only **cakes, teas, coffees, canned, bottled or cartons of cold drinks and wrapped confectionary are permitted in the community stalls area** - if you wish to provide hot or pre-cooked food you will need to apply as a 'Food Outlet' and you will need to complete a separate Food Outlet Booking Form and check list - please email hayescarnival@hillington.gov.uk to request the appropriate form.

Fees:

- £15 per pitch for Registered Charities
- £75 for borough based commercial organisations per pitch. **Borough Early Bird Discount:** the rate of **£75 per pitch** for borough based businesses will be reduced to **£40 per pitch** if all fully completed paperwork, associated documents and payment is received by the **3rd March 2017**.
- £115 for commercial organisations per pitch

The pitch fee is non-refundable in the event of cancellation by the stallholder. However, in the unlikely event that the carnival is cancelled by the Council, pitch fees will be refunded.

Applications, Health and Safety Checklist and a copy of your up to date certificate of Public Liability Insurance (NOT Employers Liability Insurance) and payment must be sent to **Hayes Carnival, Project and Events Team, 4W/08 Civic Centre, Uxbridge UB8 1UW** by the deadline.

Paperwork can be emailed to hayescarnival@hillington.gov.uk so that your interest can be registered however; payment will also need to be received by post by the deadline.

Pitches will be allocated on a 'first come first served' basis and confirmation of your booking plus a pitch number and site location map will be sent to you once application forms have been processed and agreed.

Please note, if your application is successful:

- There is no access to the park before 8.30am
- All stalls must be set up by 11.00am.
- Vehicle movement in the park will not be permitted between 11am and 5pm
- Diesel or LPG generators **only** may be used (please see our checklist for full details of the certification and safety requirements of this equipment onsite).
- All waste must be disposed of appropriately by the stallholder and not left on site.

- No alcohol can be sold or used as prizes.
- Abusive or anti-social behaviour will not be tolerated.
- The event management on site reserve the right at their discretion to refuse admission or remove anyone from the premises not abiding by these terms and conditions.

Pitch and Gazebo Information:

- **The pitch size will be 5m X 5m**
- **Gazebos, if you wish to use one, should not exceed 3m x 3m (see * below)**

Please note:

1. Gazebos will need to be set up centrally at the back of your allocated pitch - back to back with the pitch holder behind you with a metre walkway either side (diagrams will be issued to successful applicants to work from on the day and stewards will be on hand to assist)
2. Tables, chairs etc must be kept within the marked out area of your pitch and should not encroach on other pitches or walkways. Please do not bring equipment that will exceed the size of your pitch (es) on the day as you will be asked to remove it.

* We are aware that some community groups may have a different size gazebo, for example, those groups that have branded equipment, and we will of course try to accommodate these if a suitable space (i.e. at the end of a run) is available at the time of application. Unfortunately though, this is not something we can do on the day, so unless you have been given explicit permission in advance to bring a larger gazebo, please ensure you only bring a 3m x 3m one otherwise you will be at risk of being asked to take it down.

If you have any questions or require assistance with your application, please contact us on hayescarnival@hillingdon.gov.uk

Part 1: Personal and Organisation Details

Name of organisation	
Address of organisation	
Post Code	
Main activity of organisation:	
Type of organisation	Commercial Community Group Council Charity
Registration Number (if you are a Charity)	
Name of main contact	

Address of main contact	
Post Code of main contact	
E-mail	
Telephone	
Mobile	
Will your organisation also be applying to take part in the Carnival parade?	Yes No If yes, please complete a separate Parade Booking Form

Stall Details

Number of pitches required (maximum 4) <i>NB: Each pitch measures 5m by 5m (16 feet by 16 feet approx)</i>	
Will you be bringing temporary structures e.g? Marquees, gazebos, activities such as climbing walls? The maximum size gazebo you may have per pitch area is a 3 x 3m (please see note on page 2) to allow a walking gangway around the perimeter of the pitch	Yes No <i>NB: Marquees and gazebos must comply with the relevant flammability standards .Please be aware that your set up will be checked on the day.</i> Please provide more information:
Type of stall (e.g. Tombola, promotional stall, jumble sale, etc)	<i>NB: Please remember, no alcohol is allowed on site including use as prizes.</i>
Will you bring a generator? Please specify which type	Yes No DIESEL OR LPG (PETROL GENERATORS ARE NOT PERMITTED AND NO ALTERNATIVE POWER SOURCES ARE AVAILABLE ON SITE.
Will you be serving/selling	Yes No: (if yes, please give details)

homemade /packaged cakes/confectionary and/or refreshments?	
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Insurance

You need to have minimum of £2 million Public Liability Insurance cover for Community Groups and £5 million for Commercial organisations.	<i>Please attach a copy or scan of your up to date insurance certificate when you submit this form</i>
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Contacts on the Day

Name of lead person on day	
Lead person mobile phone number	
Number of individuals with First aid / Health and Safety training attending	
Does your stall require any special measures or considerations?	

Community Groups/Charity Stalls Guidance

Community groups/charities preparing low risk food at home; cakes for example, and transporting it to site should refer to the information below for the applicable standards of food safety and hygiene.

Stalls offering food as prizes will need to ensure that food complies, where necessary, with all relevant food standards and is labelled in accordance with current labelling regulations.

In addition you should:

- purchase ingredients from reputable suppliers, check use by/best before dates, check for damage to packaging etc
- store food below 5°C and/or -18°C both at home and at site (where applicable)
- store and prepare food so as to minimise the risk of contamination/cross contamination
- should transport food to site under chilled conditions (where applicable) e.g. cool box/ice packs
- practice good personal hygiene and wear overclothing both at home and at site (where applicable)
- clean worksurfaces with an antibacterial cleaner before commencing work, you should not allow pets in the kitchen or wash/handle dirty laundry whilst food preparation is being undertaken

Please complete the following if you are using a gas/electric power source to heat water or to refrigerate food and drink.

Documents/information to be submitted to Hillingdon Council prior to the event			
	Yes	No	Notes for Action
Gas safety certificate(s) for installation/equipment to be used at the event			
Electrical safety certificate(s) for installation/equipment to be used at the event Includes PAT testing compliance certification for equipment			
Health and Safety			
Are trip hazards kept to a minimum? Extension leads, rubber hoses from gas cylinders, electrical cables, generators etc not in walkways			
Gas installation: Checked by competent person who is gas safety registered for LPG appliances (including LPG generators). Open air - On firm level ground, cylinders secure from interference in vertical position, caged, sited at least 1m from any ventilation, openings/compartments of any structures and sources of ignition/heat. Cylinder numbers & hoses kept to a minimum, located away from entrances/exits & circulation areas. Armoured hosing checked for cracks and connected at the bottle outlet/appliance inlet with appropriate clips (or equally effective devices). In good condition. NB This list is not exhaustive SO PLEASE INCLUDE ANYTHING THAT MAY BE RELEVANT			
Have you assessed fire risks & provided appropriate fire fighting equipment? Equipment/installation sited away from flammable materials, fire extinguishers & fire blanket etc supplied			
Is access to installation/equipment by the public restricted? e.g. barriers erected, guarding (adequate)			

	Yes	No	Notes for Action
<p>Electrical installation:</p> <p>Cables/sockets protected from accidental damage, installation protected from inclement weather (adequately covered), working circuit breakers/residual current device (RCD)</p> <p>Generators – diesel, fit the size of the operation, protected from inclement weather, good ventilation, away from the public/caged, on firm ground, working circuit breakers/residual current device (RCD)</p> <p>NB This list is not exhaustive SO PLEASE INCLUDE ANYTHING THAT MAY BE RELEVANT</p>			

Useful information
<p>Websites</p> <ul style="list-style-type: none"> • Calor www.calor.co.uk for advice on gas safety • Health & Safety Executive www.hse.gov.uk for advice on gas safety and event safety

If you have any queries in regard to the Health and Safety Check List please contact the Council's Food Health and Safety Team at:

4W/04 Civic Centre
 High Street
 Uxbridge
 UB8 1UW
 Tel: 01895 250190
 Email: environmentalhealthcp@hillington.gov.uk

