

Application for Charitable Groups to run Stalls on Village Day, Saturday 16th June 2018.

Charity pitches are provided to charity organisations and groups at £15.00 per 10 feet frontage on Village Day.

Once you have submitted your form online, it will be reviewed and you shall receive an email Invoice from PayPal requesting a payment for the total amount of stalls you have requested. Payment can be made via Debit or Credit Card and PayPal accepts all forms of cards i.e Visa, MasterCard, American Express etc. If you have any questions regarding this payment please email paypal@ickenhamfestival.org.uk. The invoice will be addressed to the person named on your form and will display the Ickenham Festival logo.

The Festival Team will also allow some Ickenham based businesses to have commercial pitches if felt suitable at £25.00. Please email fest2018@ickenhamfestival.org.uk to discuss whether your business is acceptable PRIOR to completing this form.

NB. A pitch is defined as being 10 feet wide. It would be helpful if you could indicate the approx. depth required by each stall you propose to operate. All stallholders using fire or heating appliances (e.g. Bar-B-Q) will be expected to have a suitable fire extinguisher on site. Any stalls offering refreshments should note the contents of our "Guidance for food stalls" letter which is on this form, but available for download from our website.

***Required**

1. Email address *

2. How many charity pitches would you like reserved at £15.00 per 10 feet frontage? *

Mark only one oval.

- One
- Two
- Three
- Four
- Five
- Six

3. Please describe the nature and activities of your stall? E.g Tombola, BBQ, etc. *

4. If any of your proposed activities are serving food, please tick this box to confirm you have read and understood "London Borough of Hillingdon's Guidance for food stalls at the Ickenham Festival Gala Day" document below. *

Mark only one oval.

- I confirm.
- My stall(s) are not food related.

5. Name of Organisation/Group *

6. Name of contact. *

7. Address of contact. *

8. Email address of contact. *

9. Telephone number of contact. *

10. Any special requirements? *

NB Provision of mains electricity is challenging, expensive generators may be hired in if you have a compelling need for power. Please discuss with us in advance.

Terms & Conditions for Stalls on Village Day, Saturday 16th June 2018

The Festival Team invites your organisation to have as many stalls and sideshows as you may wish subject to the following conditions that you must accept.

- 1) You will pay the Ickenham Festival in advance for each pitch that you require.
- 2) You must supply all your own equipment needed including tables and chairs.
- 3) You must set up your stalls and sideshows between 10:00am and 12:00 noon on the 16th June and all cars and lorries must be removed from the site by 12:30pm.
- 4) The allocation and position of pitches will be at the Festival Team's discretion and their decision will be final.
- 5) The type of stall or sideshow allowed will also be at the Festival Team's discretion. This is to prevent too much duplication. Please note we wish to see stalls that provide some form of entertainment or information. We cannot permit bric-a-brac, white elephant or second hand books or clothes stalls, or goods bought for resale, although we allow home produce stalls.
- 6) Stall holders will be responsible for leaving the area around their pitches clean and tidy at the end of the day using the general waste bins and recycling facilities in an efficient and correct manner.
- 7) The first person arriving for each group/organisation must report to the Field Marshal at The Festival Team's Control Point from where they will be shown their allocated pitch.
- 8) All stalls providing refreshment items are responsible for their standards of hygiene.

Only bookings made on this official form will be accepted. Further copies may be completed or downloaded at IckenhamFestival.org.uk

The Festival Team will be looking for confirmation of Public Liability Insurance Cover from all stallholders as part of our Hillingdon Council License.

11. I confirm I have read and agree to the above Ickenham Festival Village Day Terms and Conditions and that we have suitable Public Liability Insurance in place. *

Mark only one oval.

I agree.

London Borough of Hillingdon's Guidance for food stalls at the Ickenham Festival Village Day.



London Borough of Hillingdon's
Guidance for food stalls at the
Ickenham Festival Village Day.

Community Groups/Charity Stalls

Cake stalls and those offering food as prizes are low risk enterprises and will only need to ensure good personal hygiene/hygienic practices (cakes) and that food is within date (prizes) etc.

All food stuffs that are made and are sold off site must comply where necessary with all relevant food standards and be labelled in accordance with current labelling regulations.

Community groups preparing food at the site will have to comply with the same requirements as apply to mobile catering units.

Community groups preparing food at home should not prepare it too far in advance (on the day of the event is preferable), ingredients should be purchased from reputable suppliers, stored at the right temperature (below 8 degrees), be stored/prepared so as to minimise the risk of cross contamination, cooked thoroughly, cooled within 90 minutes and placed in a refrigerator and transported to the site under chilled conditions. Those preparing the food should practice good personal hygiene and wear overclothing. Worksurfaces etc should be cleaned with an antibacterial cleaner before commencing work, pets should not be allowed in the kitchen and the washing of dirty laundry should not take place etc.

Of concern would be the storage of food at the site on the day, particularly if it is high risk i.e. meat, chicken, cooked meats, cooked rice, fish and seafood, dairy based products etc. Such foods will need to be kept under chilled conditions. Vegetarian foods pose less of a risk. Good personal hygiene/hygienic practices will need to be observed at the site.

Advisory booklets are available from the Department and I would be quite happy to provide advice over the telephone.

Lois Carter LC, Food, Health & Safety, LBH	07895 277419	lcarter@hillington.gov.uk
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This form can also be posted instead of submitting electronically. If you choose to do this please post your form to David Edington, 230 Hoylake Cres, Ickenham, UB10 8JW. Tel: 01895 672783 Email: fest2018@ickenhamfestival.org.uk

A copy of your responses will be emailed to the address that you provided