

MILL HILL MARKETS

NOWRUZ FESTIVAL

Saturday 17 March 2018

12-6pm

STALL APPLICATION FORM

Sections for completion by applicant

Please complete all sections

a) **Contact details**

Name:

Business name:

Address:

Postcode: Tel/Mobile no:

Email address.....

Website:.....

Twitter

Facebook.....

b) **Pitch fees**

Mill Hill Broadway between Santander and Mill Hill Wines

Hot food: 3m x 3m pitch - £120 or 6m x 3m pitch - £200

Other food/crafts/gifts: 3m x 3m pitch - £100 or 6m x 3m pitch - £120

Mill Hill Town Square

Hot food: 3m x 3m pitch - £180 or 6m x 3m pitch - £275

This fee is based on you providing your own marquee, tables and chairs. Please see below for infrastructure hire costs and indicate below whether you will need these items supplied.

Infrastructure Hire

Pop up gazebo - £60 (3m x 3m)

Market stall in a block of a stalls, 10ft x 4ft with counter and canopy - £48

Trestle table - £10.20 each (for use with pop up gazebo, two recommended)

All infrastructure hire prices inclusive of VAT

c) Items/products for promotion

1) Please describe your offer

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d) Other information or requests

Please list all electrical appliances plus wattage. Any appliance not listed or approved prior to the day will not be allowed.

Mill Hill Broadway does not offer any electricity sources or water and traders will be expected to bring what they require for their stall.

No vehicles can be permitted on the pavement.

Please contact us to discuss if you wish you serve/sell alcohol.

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Food traders

Those wishing to sell food (either hot or cold) at the event must pre-register their interest by phone or email prior to submitting their booking forms. Please see contact details below.

Trading Requirements

- Those participating **must be covered by public liability insurance**
- At least one person staffing their stall **must have attended level 2 Food safety and hygiene training** and obtained a certificate.
- Evidence including copies of certificates must be included with your booking form.
- Food vendors must register their kitchen premises with the relevant local authority where the kitchen is located. Please contact the relevant Food section in your local authority.
- Provide Gas and health and safety certificates
- All electrical equipment must be PAP tested.
- Generators must be silent.

Please send completed application form to:

Sara Borchard: borchardsara@gmail.com, copy in Osita Udenson udenson@btinternet.com

Contact telephone number in case of queries:

Osita Udenson 07875588107

Please submit the completed application, supporting paperwork and full payment by 31 January.

Places will be allocated on a first come first served basis. All payments are due prior to trading.

Please note that refunds will not be made unless the event is cancelled by Mill Hill Neighbourhood Forum and Vibe Market.

Payment by bank transfer to:

Name of Account: Udenson Caldbeck Associates Limited

Bank Name: Barclays Bank

Sort Code: 20-92-63

Bank Account No: 53037452

Please use your name as reference.

For more information about Mill Hill Markets please see:

Udensoncaldbeck.co.uk/vibemarket

Millhillmarkets.co.uk

Millhillforum.org.uk



UDENSON+caldbeck