

Kingsbridge Celebrates Christmas

Saturday 2nd December 2017

Name	
Address	
Contact Name	
Telephone	
E-Mail	
Website	
Facebook / Twitter	
Stall Size & Type	
Stall Requirements e.g. electricity point?	
Description of Goods <i>50 words maximum to use in publicity & for selection purposes</i>	

The fee for a space, 2m x 1.8m is **£10** - please make cheques payable to "Kingsbridge Information Centre" or make payment by BACS to Sort Code 40-26-10 / Account Number 31434772 using your name as reference.

Please send your completed application form, risk assessment, copy of food hygiene certificate if applicable, plus cheque or confirmation of full payment to: Kingsbridge Celebrates Christmas, c/o Kingsbridge Information Centre, The Quay, Kingsbridge, TQ7 1HS

Samantha Dennis

T 01548 853 195

E info@kingsbridgecelebrateschristmas.com

W www.kingsbridgecelebrateschristmas.com

Risk Assessment for Kingsbridge Celebrates Christmas

Contact Name

Assessment undertaken by

on

Signature

STEP 1

List significant hazards here:

STEP 2

List groups of people who are at risk from the significant hazards you have identified:

STEP 3

List existing control measures or note where the information may be found. List risks which are not adequately controlled and the action needed:

Terms & Conditions

- All those applying for the Craft Fair must be selling homemade wares
- The event will be held in the Family Church in Kingsbridge and will be open from 10 – 4pm
- Set-up information, a location plan, and event times will be sent to you on confirmation of your booking
- Please advise us if you will need electricity on the day and we will contact you with further information
- This is a popular event so bookings are on a first come, first served basis and subject to the committee's approval who will try to achieve a fair balance of stalls
- Any stalls selling food items must submit a food hygiene certificate
- Vendors will be required to bring their own table (1.8m) and chairs.
- All vendors must leave their space clean and tidy and remove waste
- We do not provide parking, stallholders are responsible for any parking charges

Confirmation and receipt of payment will be sent within 10 days of your application being received