

**TERMS AND BOOKING CONDITIONS FOR BECCLES 13<sup>TH</sup> DUCK RACE**  
**SATURDAY 29<sup>TH</sup> JULY 2017**  
**NOON TILL 5PM**

Standard stall/gazebo – 3M x 3M ..... **£40** Non food  
Standard stall/gazebo - 3M x 3M ..... **£10** Charity stalls  
Large stall/gazebo – over 3M x 3M ..... **£50**

- ***Limited availability for food, sweets, ice cream and drink stalls - all priced on request.***

**Rides or bouncy castles – \*3M x 3M..... from £50**

- ***\*Other size pitches will be priced on request***

– **Please note that booking fees for stalls are non-refundable.** Pitch size booked is the pitch received; please ensure that you have booked the correct size and have allowed yourself ample room for your needs.

**Please note:**

**We reserve the right to prohibit the sale of any item or service provided by a stall if deemed to be illegal or causing offence.**

## **ON SITE**

**(note: event held on grassed area)**

### **Power**

All generators shall be earthed at their neutral point by means of a suitable earth electrode, and all systems shall be TNS. Generators should be suitably fenced or have barriers to prevent public access from public areas.

All portable electrical appliances, including extension leads etc, shall be tested for electrical safety and a record kept. The records of a satisfactory test on all equipment shall be available for inspection on the day. Any hired equipment must come with a certificate of electrical safety.

Portable gas supplies for cooking should be kept to a minimum and stored in a designated area away from access by the general public. The same applies to any fuel stored for portable generators, etc. Gas systems should conform to, and proof that operators have regard to, the *LP Gas Associations Code of Practice 24. Use of LPG cylinder Part 3:2000. Use of LP in mobile catering vehicles and similar commercial units.* You may also wish to refer to HSE LAC 52/13 – *The Keeping and Use of LPG in Vehicles and Mobile Catering Units.*

### **Vehicles**

Only one vehicle is allowed on site per stall, unless otherwise agreed prior to event.

### **Maintenance/security/safety of stall and vehicle**

The stall holder shall accept responsibility for the maintenance and security of the stall and will be liable for any damage caused to vehicles used on the day however so damaged.

All equipment used and needed (ie marquee, gazebo, tables etc must be fire retardant) and must be erected safely by the stallholder.

### **Risk Assessment**

Stallholders are responsible for their own risk assessment.

Stallholders may only trade from their own stalls and are not permitted to move around the site without prior written permission.

### **Litter and bins**

Bins will be available for use and volunteer litter pickers will be present on the day. **It is expected that stalls who generate litter are to keep their area clean and tidy during the event and remove their own bags at the close of day themselves.**

### LOCAL AUTHORITY REGISTRATION

All food/catering stalls must be registered with their local authority and evidence must be on show and returned with booking form. *(Please be aware: your details received by the organisers of the event will be forwarded to Waveney District Council as it is part of their application to put on the event).*

All catering units must be open for inspection by the Environment Health Services and if they do not comply with regulations, they will not be allowed to trade.

#### PAYMENT DETAILS

**Full payment required when returning the booking form with cheques being made payable to**

**‘Beccles Sea Cadets’**

To help process booking, **please include with the cheque and stamped addressed envelope** to provide the confirmation of booking, reference number and receipt. **(Booking is not automatically confirmed without this.)**

**Address:**

**Mrs Julia Pelham, 32 High Bungay Road, Loddon, NR14 6JT.**

**Email. [becclesseacadets@yahoo.com](mailto:becclesseacadets@yahoo.com)**

**Tel 07814 678637**

#### APPLICATION FORMS

**Booking Form with attached Documents must be provided**

All stallholders must attach a copy of a **PUBLIC LIABILITY INSURANCE (for food stalls Health and Hygiene certification)** with their booking form which must be valid for the day and be for a minimum of 1 million.

(Such insurance shall indemnify ‘Beccles Sea Scouts’ against all and every claim for damage, negligence and/or accident/injury.)

# BECCLES ANNUAL DUCK RACE

SATURDAY 29<sup>TH</sup> JULY 2017

NOON TILL 5PM

## TRADERS REGISTRATION FORM

www.becclesduckrace.org

*(All information requested must be provided as application will not be processed without it)*

NAME/ADDRESS

.....  
.....

Post code:

Tel(+ code)

Mobile:

E mail :

PUBLIC LIABILITY INSURANCE*(copy of document)* YES

HEALTH & HYGIENE CERTIFICATE (food) *(copy of document)* YES

RISK ASSESSMENT*(copy of document)* YES

TRADING UNDER:

PLEASE ENTER SIZE OF STALL:

TYPE OF GOODS TO BE SOLD:

I believe that the information above is correct and agree to abide by the conditions:

Signed: ..... Date: .....

PLEASE PRINT NAME: .....

PLEASE RETURN TO:

Mrs Julia Pelham

32 High Bungay Road

Loddon

NR14 6JT

07814 678637

[becclesseacadets@yahoo.com](mailto:becclesseacadets@yahoo.com)

[sjmeadows@sky.com](mailto:sjmeadows@sky.com)

