

**Please return all application forms and supporting documents to:
eventapp@caerphilly.gov.uk**



Dear Sir/Madam,

We would like to inform you about the possibility of having a pitch at some of our 2018 events. We have a varied programme of events whereby pitches can be applied for as detailed below:

EVENT	DATE & TIME	LOCATION	APPROX FOOTFALL
Bargoed Spring Fair	Saturday 7 th April 10am – 4pm	Hanbury Square, Bargoed, CF81 8QT (Town Centre)	2,000
Caerphilly Food Festival	Saturday 12 th May 9am – 5pm	Cardiff Road & Twyn Car Park, Caerphilly, CF83 1JL (Town Centre)	11,000
Caerphilly 10k	Sunday 20 th May 8am – 12pm (Race 10am start)	Crescent Road, Caerphilly, CF83 1AB (Grassed site)	2,200 entrants plus spectators
Blackwood Beach Party	Saturday 23 rd & Sunday 24 th June 9am – 5pm & 10am – 4pm	High Street, Blackwood, NP12 1BE (Town Centre)	7,000
Risca Summer Festival	Saturday 7 th July 12pm – 5pm	Tredeggar Park, Risca, NP11 6BW (Grassed site)	2,000
The Big Cheese	Saturday 28 th - Sunday 29 th July 11am – 7pm	Crescent Road, Caerphilly, CF83 1AB (Grassed site)	70,000
Ystrad Mynach Festive Fayre	Saturday 17 th November 9am – 5pm	Bedwlwyn Road, Ystrad Mynach, CF82 7AB (Town Centre)	2,500
Bargoed Winter Fair	Saturday 24 th November 9am – 5pm	Hanbury Square, Hanbury Road & High Street, Bargoed, CF81 8QT (Town Centre)	4,000
Risca Winter Fair	Saturday 1 st December 3pm – 6pm	Tredeggar Park, Risca, NP11 6BW (Grassed site)	1,500
Blackwood Winter Fair	Saturday 1 st & Sunday 2 nd December 9am – 5pm & 10am – 4pm	High Street, Blackwood, NP12 1BE (Town Centre)	11,500
Caerphilly Christmas Market	Saturday 8 th & Sunday 9 th December 9am – 5pm & 10am – 4pm	Cardiff Road & Twyn Car Park, Caerphilly, CF83 1JL (Town Centre)	17,500

Please note that at the **Caerphilly 10k event we only require two catering units, two ice cream units and a hot drinks trader, so spaces are limited! We also have a limited number of trade spaces available purely for those traders with a specific relevance to this sporting activity.**

At all our events, a structure will be provided in the form of a market stall or marquee as indicated on each event application form, unless a personal trailer is being brought onto an event site. Please note that no personal stalls/gazebos are permitted at any of our events. Structures may vary at each event and their sizes so please check the forms carefully. Also, please be aware that at this time none of the stalls/marqueses have been procured and therefore they could change format depending on availability.

When applying for individual events please ensure that you apply for the correct pitch type that best suits your business needs as illustrated on each form. **Please submit all application forms via email to eventapp@caerphilly.gov.uk along with your event application contact sheet and supporting documents.**

Application forms for each event are available on the What's On section Of Caerphilly Councils website. Please search the event that you are interested in and the forms will be available to download.

Please note that for all 2018 application forms, we will require that the 'EVENT APPLICATION CONTACT SHEET 2018' is completed JUST ONCE to cover all events for the year. This will hopefully make the application process easier avoiding the same information being duplicated over several application submissions.

With the above 'EVENT APPLICATION CONTACT SHEET 2018' it is essential that a copy of your public liability insurance is attached as well as evidence of your food hygiene rating of a 3 or above. No business without a rating of a 3 or above will be accepted into Caerphilly County Borough Council events. The food safety record and fire risk assessment form must also be completed on the form (if applicable) along with copies of gas safety certificates (if applicable). Any missing documents will result in a delay in your application being processed. Applications will not be considered until all documents are received.

Hot food and drink traders are only accepted at certain events, for example teas, coffees, burgers, chips, pizza etc., please see the table below. Where applicable these are accepted at a concessionary rate as indicated on each event application form, which is at a higher fee than the standard pitch fee. At all events if you apply to trade at an event and the items being sold are intended for onsite consumption, the concessionary rates will apply regardless of if the food and drink is hot or cold. Please be aware that at the Big Cheese Festival, due to there being a catering concession, traders are not permitted to sell cold drinks i.e. cans of pop, bottles of water onsite, only cold drinks that form part of the traders main produce on sale (not a side-line) will be permitted to be sold.

EVENT	HOT FOOD PERMITTED	HOT DRINKS PERMITTED	ALCOHOL SALES PERMITTED
Bargoed Spring Fair	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with local cafes and restaurants.	NO	Yes – Off sales only. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Caerphilly Food Festival	YES	YES	Yes – Off sales only. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Caerphilly 10k	YES	YES	NO
Blackwood Beach Party	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with local cafes and restaurants.	NO	Yes – Off sales only. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Risca Summer Festival	YES	YES	NO
The Big Cheese	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with the catering concession. No food may be sold at this event other than the catering concessions and traders within the food hall unless agreed otherwise with the event organiser.	Yes – if they form part of a traders main produce on sale (not a side-line)	Yes – Off sales only. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Ystrad Mynach Festive Fayre	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with local cafes and restaurants.	NO	Yes – Off sales only, except for mulled wine/mulled cider sellers who can apply for on and off sales. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Bargoed Christmas Market	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with local cafes and restaurants.	NO	Yes – Off sales only, except for mulled wine/mulled cider sellers who can apply for on and off sales. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Risca Christmas Market	YES	YES	NO
Blackwood Christmas Market	No, however snack products such as crepes, waffles, donuts and hot welsh cakes are permitted at a concessionary rate as these do not have a direct conflict with local cafes and restaurants.	NO	Yes – Off sales only, except for mulled wine/mulled cider sellers who can apply for on and off sales. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.
Caerphilly Christmas Market	YES	YES	Yes – Off sales only, except for mulled wine/mulled cider sellers who can apply for on and off sales. A TEN must be applied for by the applicant on notification of a successful pitch for off sales and on sales if samples wish to be offered.

Each event application will be assessed on receipt and we will let you know if you are not permitted to sell/promote a particular product or service, so if you are uncertain please apply to avoid delays or missing out on an opportunity.

For all events that you apply for you will need to read and comply with the Conditions of Acceptance and Event Safety Management Policy, which is attached to the email. This document is the same for all 2018 events that you apply for.

The receipt of an application form for this event does not guarantee a booking or reservation at the event. The council and/or event organiser reserves the right to reject any application form received for a space at the event, and/or future events.

The process of selection for all Caerphilly County Borough Council's events is carried out on a first come first serve basis where possible. Nonetheless, geographical location as well as product type and product quantity will be taken into account. Once the allocation of stalls has been filled a reserve list will be compiled and utilised if there are any cancellations. Previous attendance at events does not result in a space being held for future years.

Please note that **the deadline for applications to be received into the event office is Sunday 11th February 2018**, however please be aware that the allocation of spaces will not wait until this date, they will be issued as indicated previously. Applications are still welcome after this date and will be added to the reserve list if all spaces are already filled.

Caerphilly County Borough businesses will be given priority, where possible, up until Sunday 11th February only. After this date all applications are dealt with as and when they arrive into the office. Upon receipt of your application form, you will be notified of your success in being granted a stall in writing as soon as possible; verbal requests for stalls will not be considered.

Caerphilly County Borough Council reserves the right to remove individual contacts from the database held if the terms and conditions, including payment procedures, for each event are not adhered to.

For 2018 we will continue to use the same payments method as the last few years. We no longer accept cheques with applications. Payments will be taken over the telephone on confirmation that you have been successful in your application. No payments should be made before they have been requested and failure to make payment between the designated timeframe, on notification of your success in obtaining a space at an event, will result in your application being cancelled and reallocated.

Contact details and information on how to make payment will be forwarded on confirmation that you have been successful in obtaining a pitch at each event.

Risk Assessments do not need to be provided with your application but must be readily available beforehand or on the day of the event if requested by our Health and Safety Advisors. If you are carrying out any activities that are deemed 'high risk', please supply your risk assessment for checking with your application form. Please note that NO LPG OR GENERATORS are permitted to be brought onto any CCBC event. Catering units are permitted to have LPG within the unit but this must be made aware to the organiser on the application form. If electricity is required it will be provided by CCBC at the fees stated on the application form, if it is available.

If you need any further assistance or have any queries regarding the enclosed information please do not hesitate to contact us.

Yours faithfully,

Stacy Francis & Sarah Kate Ackerman
CCBC Event Officers