

EVENT APPLICATION 2018

**CAERPHILLY 10k
SUNDAY 20TH MAY 2018**



Trader Information

- Email address: _____
- Please state what County Borough you are based: _____

Name: _____ Company Name: _____

Pitch Availability & Costs (Tick Requirements)

Type	Pitch Fee	Total Cost
3m by 3m Stall (No Tables/Counters/Electric provided)	£25	
Catering Unit	£85	
Ice Cream Van/Trailer	£55	
Coffee/Hot Drink Unit	£85	
Walkabout Pitch (Non static pitch) – Max 2 persons	£15	

Special Considerations:

If you have any specific requests, such as being in a certain position on the event site, please state below. (Although we cannot guarantee that we will be able to fulfil all requests we will try and accommodate them during the planning stages).

Payment Method

Payments should be made by credit/debit card over the phone. Please do not make payment until you are notified that you have been successful by the events team. You will be given a two-week timeframe to make payment for the full amount. After two weeks your pitch space will be cancelled and reallocated.

The contact number and details of how to make payment will be issued once you have been informed if you have been successful.

Terms & Conditions

Supporting Documentation & Contact Sheet

The overall contact sheet along with all supporting documentation must be **EMAILED** with this application. Only one contact sheet and one set of documentation needs to be returned for all 2018 events.

Supporting Event Specific Information

A concession is classed as any trader selling food or drink intended for consumption onsite.

No generators or LPG are permitted at any CCBC events without written consent from the event organiser. Catering Units are permitted to have LPG within the unit but this must be made aware to the organiser on their application form.

Conditions Of Acceptance & Event Safety Management Policy

It is the stallholders' responsibility to read and agree to the terms and conditions within The Conditions of Acceptance and Event Safety Management Policy for stallholders prior to applying for a space.

Event Traders Selection Policy

An event trader's selection policy will be in place prior to the events taking place. To see a copy of this policy please email events@caerphilly.gov.uk

Double Stall Bookings

Please note that two stalls may be requested at this event, however the configuration of the stalls cannot be altered. Although double stalls are not separated with sheeting there may be bars which form part of the stall structure that cannot be removed.

Indemnity

In returning this form you are confirming that you have read the Conditions of Acceptance and Event Safety Management Policy along with the terms and conditions on this form and agree to indemnify the organiser in respect of your attendance at the event for which you are now applying.

Payment Terms

On returning this form you are agreeing to the below information:

Payment is by credit/debit card and must be made for the full amount in one payment including any additional requirements, where applicable.

Payment should not be made until we have confirmed that you have been successful in your application.

The applicant agrees that on completing this application form and returning it, they are requesting to be accepted into the above event. On receiving confirmation that they have been successful **payment must be made during the given timeframe**. Any payments outstanding after this date will result in the space being cancelled and reallocated.

After payment has been made, if a trader can no longer attend the event they must inform the Events Team in writing. If the cancellation is received 2 weeks prior to the event a refund will be made minus a £20 administration fee. **i.e. As this event is taking place on Sunday 20th May the cancellation must be made in writing no later than Friday 4th May.**

Any cancellations received after the 2-week notice period will result in the full payment being forfeited.

All unsuccessful applications will be retained on a reserve list to fill cancellations if they arise.

Failure to attend the event with no given notice could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

Failure to comply with all the payment terms, the Conditions of Acceptance & Event Safety Management Policy and the event trader's selection policy, could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

This is an application form and does not guarantee a booking for the event.

The event organiser, on behalf of Caerphilly County Borough Council will consider the application for inclusion in the event and notification of your success or otherwise in securing a pitch will be issued in due course.

Return Address:

Email : eventapp@caerphilly.gov.uk