



# LONG EATON COMMUNITY CARNIVAL ASSOCIATION

## Long Eaton Carnival and Show

Saturday, 16th June 2018

### WEST PARK

Wilsthorpe Road, Long Eaton, NG10 4AA

## Stalls (indoor and outdoor) Booking Form

**BE AN EARLY BIRD AND GET A 20% DISCOUNT ON BOOKINGS  
RECEIVED BY 30 APRIL 2018**

**Closing date for all bookings is Saturday 2 June 2018**

Many thanks you for your interest in the carnival and show, I do hope you decide to take part in this year's event.

The application form for space on the showground is attached along with further details to help you fill it in; once completed, please send

- your completed application form
- copies of your insurance documentation
- your cheque (payable to Long Eaton Carnival Committee)
- and, where appropriate, your completed Erewash Borough Council Food Stall Details form to:

The Secretary, LECCA  
148 Wilmot Street  
Sawley  
Long Eaton  
Derbyshire  
NG10 3DQ

Applications must arrive no later than **Saturday 2 June 2018**.

If you have any queries regarding completion of forms or want any further information, please give me a call on 07938 619 297 or email [stalls@longeatoncarnival.org.uk](mailto:stalls@longeatoncarnival.org.uk).

Kind regards and good wishes.

**Wendy Parker-Cullen**

Secretary, Long Eaton Community Carnival Association

# **Long Eaton Community Carnival – 16<sup>th</sup> June 2018**

## **Stalls (indoor and outdoor) Booking Form**

### **IMPORTANT INFORMATION ON BOOKING STALLS (INDOOR AND OUTDOOR) PLEASE READ BEFORE COMPLETING FORM**

There are three parts to this form:-

#### **1 Application for Stalls**

This is where you ask for space in the marquee or on the field, along with the number of tables and chairs you need (only available if ordered on form) in addition to providing details of your exhibit

When giving details of your exhibit you need to be aware that LECCA (Long Eaton Community Carnival Association) hires the showground site from Erewash Borough Council and is therefore duty bound to adhere to the council's rules and regulations regarding its use ; amongst those regulations are: "not to sell or allow to be sold any food or drinks in glass containers nor to give or allow to be given glass bottles as prizes" and "no animals for sale or as prizes". The council also requires organisations hiring its sites to ensure that exhibitors selling food, for example cakes etc, complete the "Food Stall Details" form. It also has to be borne in mind that the caterer hired by the LECCA has acquired the sole right to sell food and refreshments on the carnival and show site.

It is the stall holder's responsibility to ensure that any licensable activities undertaken on the Carnival Field are approved by the relevant authorities.

#### **2 Declarations about Certificates**

This is where you tell us about your insurance and health and safety details.

LECCA accepts its duty of care for the health, safety and welfare of those contributing, participating, the public in general and children in particular, and in return requires those involved also accept their duty of care.

The main legislative requirements will be the Health and Safety at Work etc Act 1974 and child protection legislation which lay down general duties to ensure the health, safety and welfare of those at work or affected by that work or activity.

#### **3 Risk Assessment**

The risk assessment simply helps you to consider all the things that might go wrong, how to minimise the chance of them happening, and reduce the severity of injury to people (yourselves or the public) if they do. You need to consider risks when building up your stall at the beginning of the event and breaking it down afterwards as well as during the event itself.

The risk assessment is very important in cases

- where there is use of hazardous substances or significant structures or equipment;
- where activities, services or products can cause harm by physical failure/contact with equipment, materials, substances;
- where there are any hygiene implications; and
- where there is use of any equipment, vehicles or structures covered by statutory requirements because all activities involve the public or possible contact with the public.

# **Long Eaton Community Carnival – 16<sup>th</sup> June 2018**

## **Stalls (indoor and outdoor) Booking Form**

### **Booking instructions**

When you have filled out the form, write a cheque, payable to Long Eaton Carnival Committee, for the amount in the shaded box at the foot of Page 3 and then send the form and cheque to the address below.

The Secretary, LECCA  
148 Wilmot Street  
Sawley  
Long Eaton  
Derbyshire  
NG10 3DQ

If you plan to retail anything for human consumption, do not forget to complete and return the EBC Food Safety form.

If you wish to pay by another method, please contact Wendy on 07938 619 297

Please ensure you affix correct postage stamps for size and weight of envelope. The LECCA is duty bound to give Erewash Borough Council at least 14 days' notice of those participating in the event and therefore no applications for participation can be accepted after Saturday 2nd June 2018.

All applications received before 30 April will be forwarded set-up details by 12 May and all applications received after 30 April will be forwarded set-up details by 12th June. If no details are received by these dates please telephone Wendy Parker-Cullen on 07938 619 297

### **Showground opening times**

The Carnival showground will be open from 8am on Saturday 16<sup>th</sup> June for exhibitors; set up prior to this time can be made under exceptional circumstances by prior arrangement only.

Exhibitors will have vehicular access to the showground until 11am at which time any remaining vehicles which are not part of the exhibit should be removed to the designated parking areas. The showground will officially open to the public at 12noon.

Further vehicular movements by stallholders will not be permitted on the showground until 5pm unless otherwise indicated.

The Showground attracts an estimated 5,000 visitors over the course of the day.

### **Liability Insurance**

You must provide details of **both** your Public **and** Employers liability insurance. These policies are sometimes sold together under a Commercial Combined policy. Public liability indemnifies you in respect of any interactions you have with members of the public, employer's liability insurance covers you, your employees, volunteers and other persons in your direct control. We are unable to accept any applications from organisations without this cover, so please check with your broker or head office if in any doubt.

# Long Eaton Community Carnival – 16<sup>th</sup> June 2018

## Stalls (indoor and outdoor) Booking Form

### Part 1 – Application for stalls

**About Your Business/Organisation**

Name of your business/organisation: \_\_\_\_\_

Are you (please tick one box): a business  a charity/not-for-profit body

Business/organisation website address: \_\_\_\_\_

**About You**

Your name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Your address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your postcode: \_\_\_\_\_

Your telephone number: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Position within organisation \_\_\_\_\_

**Your order for stalls, tables and chairs**

Spaces are available either inside the large marquee (6' x 6') or outdoors on the field (5m x 5m – easily enough space for a 3m gazebo). In both cases bring your own table and chairs or order them here.

		Price	Number	Total £
Indoor spaces 6' x 6'	Business	£50		
	Charity/Non-profit	£15		
Outdoor spaces 5m x 5m	Business	£50		
	Charity/Non-profit	£15		
Tables		£5		
Chairs		£1.50		
Total so far				
Less 20% discount if booking before 30 <sup>th</sup> April				
<b>Total amount due</b>				

Cheques should be made payable to **Long Eaton Carnival Committee** and forwarded with this booking form before Saturday 2 June 2018.

# Long Eaton Community Carnival – 16<sup>th</sup> June 2018

## Stalls (indoor and outdoor) Booking Form

### About Your Exhibit and Relevant Information

Please give a brief description of your business/organisation's exhibit/activity, configuration of space if multiple spaces have been requested (for example, three spaces in a straight line). Please continue overleaf if necessary

Those booking outdoor spaces may use generators if required, provided health and safety legislation, rules and regulations are observed (an appropriate fire extinguisher must be available and all electrical equipment being used should be portable appliance tested and certified before use). Bookings for stalls in the LECCA marquee should indicate if an electrical supply is required (a charge will be levied according to amount of power required).

Please ensure you complete the "Food Stall Details" form if selling cakes etc and comply with rules/regulations outlined in Paragraph 1 on Page 2.

Evidence of current inspection certificates for certain equipment may be requested in addition to licenses/competency certificates for users of specific equipment.

Do you intend to erect a complex structure? (Please tick one box) Yes  No

Examples of complex structures include

- inflatable equipment or passenger-carrying amusement devices;
- structures that require cross-bracing;
- stand fittings over 4 metres in height;
- multi-deck stands including double-deckers;
- stairs and staircases;
- platforms and ramps over 600 mm to which public have access;
- staging;
- lighting towers and rigs;
- temporary grandstands;
- tiered seating;

If it is your intention to erect a complex structure as listed above or similar, please note that full structural calculations and method statements may be requested.

**Long Eaton Community Carnival – 16<sup>th</sup> June 2018**  
**Stalls (indoor and outdoor) Booking Form**

**Part 2 – Declarations about certificates**

**Name of Business/Organisation:** \_\_\_\_\_

I confirm that the following insurance/policies/certificates are current and valid and attach relevant copies.

**Public Liability Insurance**            No     Yes   
Insurance Co. \_\_\_\_\_  
Policy Number \_\_\_\_\_

**Employers Liability Insurance**    No     Yes   
Insurance Co. \_\_\_\_\_  
Policy Number \_\_\_\_\_

**Charitable Status**                    No     Yes   
Charity Reg'n Number \_\_\_\_\_

**Health and Safety Policy**            No     Yes

**Hygiene Certificate**                 No     Yes

**Health and Safety at Work etc Act 1974**

It is a condition of entry into any exhibition organised by the LECCA that every exhibitor, participator, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work etc Act 1974, and all other legislation, rules and regulations associated with the venue.

The exhibitors/participators accept that it is their legal and moral duty to ensure that their own and others health and safety is not endangered by their action or inaction throughout the build-up, event day(s) and break down periods.

The exhibitors/participators must ensure that all those volunteering or employed by them are provided with suitable information, instruction and training to ensure the safety of themselves and others.

We agree to liaise with the LECCA on all matters regarding health and safety prior to and during the event where necessary to ensure the health and safety of all parties who may be affected by our action/inaction.

We recognise that the LECCA reserves the right to issue a suspended action notice for contravention of the health and safety rules of the LECCA and/or relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of the LECCA consider that the health and safety or welfare of personnel or public is at risk.

**Your Points of Contact/Safety Representatives for all Safety Matters:**

**Health and Safety**

**Child Protection**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Manager or most senior person responsible for safety matters, e.g. managing director/owner

Name (block capitals please) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Long Eaton Community Carnival – 16<sup>th</sup> June 2018**  
**Stalls (indoor and outdoor) Booking Form**

**Part 3 – Risk Assessment**

Name of Business/Organisation			
Phone numbers – Landline			Mobile _
<i>Please tick relevant boxes:</i> Build Up <input type="checkbox"/> Event Day(s) <input type="checkbox"/> Break Down <input type="checkbox"/>			
Risk Assessment conducted by (block capitals please):			
Signature:	Date		

**Activities and Risks**

There are some examples for you in the shaded area

<i>Activity/Task</i> <small>(what is being done during set-up/event day(s)/break down)</small>	<i>Hazard</i> <small>(what is the potential harm)</small>	<i>Persons at Risk</i> <small>(who might be exposed to the hazard)</small>	<i>Current Controls or Controls Required</i> <small>(measures taken to control hazard)</small>	<i>Risk Ranking</i> <small>(likelihood of someone being injured)</small>

**Long Eaton Community Carnival – 16<sup>th</sup> June 2018**  
**Stalls (indoor and outdoor) Booking Form**

<i>Activity/Task</i>	<i>Hazard</i>	<i>Persons at Risk</i>	<i>Current Controls or Controls Required</i>	<i>Risk Ranking</i>



**Long Eaton Community Carnival – 16<sup>th</sup> June 2018**  
**Stalls (indoor and outdoor) Booking Form**

Activity/Task	Hazard	Persons at Risk	Current Controls or Controls Required	Risk Ranking

Examples to help you fill out the Risk Assessment				
Electricity for hot water boilers	Shock	General public, venue staff, exhibitors' staff, other visitors, disabled, children, new or expectant mothers, contractors, lone workers, new/inexperienced staff, young workers etc	Electrical equipment test (PAT)	Low
Persons making contact with hot water boilers	Scalds		Boilers away from public reach	Low
Diesel stored and used to fuel generators; LPG for cookers	Fire/explosion		Away from public and in locked cage <i>[good practice]</i> ; placed behind caravan <i>[not securing wouldn't be acceptable practice]</i>	Low; High
Personnel and public standing on platforms/performing on stage	Fall to below which could result in sprains/broken bones		Performers trained/experienced to work on stage	Medium
Public allowed to abseil/climb up structures	Fall to below which could result in death/broken bones		Qualified persons/instructors; appropriate climbing equipment inspected	Medium
Public coming into contact with animals, horses, show dogs, birds of prey	Bites/kicks/transferable diseases		Collar and lead and/or muzzled; in cages/ fenced areas; tethered	Low
Display boards etc on tables/ground	Fall over		Secure all items in position and provide constant supervision	Low