**Redruth Festival Booking Form**

Dear Traders, we are delighted to invite you to apply for a pitch at Redruth’s Festivals in 2024.

Trading at Redruth’s festivals is an excellent way of promoting your business and selling to an audience of 5,000+, at an established event showcasing the best local food, drink, crafts, and charities. We have once again decided to keep pitch prices at a reduced rate as we want the town to be busy and full of fun.

If you have never traded at our events before, we would love to hear from you. We are always looking for new traders to get involved in our events, so if you know of any up-and-coming traders, please pass the word along.

If you have any questions, please do not hesitate to get in touch with the Marketing and Events Manager, Alice Lamming at marketing@redruth-tc.gov.uk or 07443 995955.

|  |
| --- |
| **PLEASE FILL IN THE FOLLOWING PAGES IN BLOCK CAPITALS** |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Name |  |
| Company Address |  |
| Post Code |  |
| Mobile Number |  |
| Email |  |
| Website |  |
| Instagram and Facebook |  |
| Description of products to be sold |  |

**REDRUTH FESTIVAL DATES**

|  |  |
| --- | --- |
| **Dates** | **Please tick** |
| St Piran’s Saturday 2nd March 2024 10am-3pm |[ ]
| Murdoch Day Saturday 15th June 2024 10am-4pm |[ ]
| Redruth Fun Day 25th August 2024 11am-3pm |[ ]
| International Mining and Pasty Festival 21st September 2024 10am-4pm |[ ]
| Redruth in Lights 30th November 2024 12pm-6:30pm |[ ]

*NB Please note, Redruth hosts a monthly town market where we are always looking for more traders. Prices of these stalls vary so please email townmarkets@redruth-tc.gov.uk for further information, for* [*booking forms*](https://discoverredruth.co.uk/drwp/wp-content/uploads/2022/12/Market-enquiry-form-01-2023.docx) *and to book your space.*

**PITCHES**

You will be allocated a specific plot according to the space you book, and you will be given the specific location of your plot in advance. We will do our best to accommodate specific location requests, but these will not be guaranteed. We do have some indoor stalls though these are limited.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pitch** | **Please tick** | **Parish Pitch\*** | **Please tick** |
| Food/drink pitch (3x3m) £15 |[ ]  Parish food/drink pitch (3x3m) £10\* |[ ]
| Craft pitch(3x3m) £15 |[ ]  Parish craft pitch (3x3m) £10\* |[ ]
| Double pitch £30 |[ ]  Double parish pitch £20\* |[ ]
| Charity pitch(3x3m) FREE |[ ]   |  |

\*Parish stalls are for any traders/businesses in the Redruth Parish.

We recommend that you provide your own table/s and gazebo. We have a limited number of Gazebos and tables that can be booked on a first-come, first-serve basis. It is worth noting that if you need to borrow a gazebo your pitch size will vary depending on which size gazebos are available.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Please tick** | **Stall type** | **Please tick** |
| I have my own gazebo |[ ]  I would like to borrow a gazebo |[ ]
| I have my own table/s |[ ]  I would like to borrow a table |[ ]
| **Please provide the dimensions of your gazebo:**  |

|  |
| --- |
| Any other stall information: |

**FOOD PITCH**

|  |  |  |
| --- | --- | --- |
| **Stall type** | **Please tick** | **Dimensions** |
| Gazebo and table |[ ]   |
| Van |[ ]   |
| Trailer |[ ]   |
| **Ground** |
| I require level ground |[ ]  A slight incline will be fine |[ ]  The hill will not be a problem |[ ]
| Any other information: |

**ELECTRICITY**

Electricity can be supplied providing a request is made on this form. The cost is a flat fee of **£20.** Please fill out your power requirements so we can make adequate provisions. Please note it is your responsibility to provide electrically safe and functional equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Electricity** | **Please tick** | **Cables** | **Please tick** |
| I require electricity |[ ]  I have my own cables |[ ]
| I don’t require electricity |[ ]  I need to borrow cables |[ ]
| **If yes, please tick which connection you use.** |
| Three-pin mains plug (Type G) |[ ]  Three-pin electrical hook-up. Please state your cable Amps. | [ ]  | Amps: |
| **Please state what appliances require electricity and their consumption.** |
| Appliance |  | kVA or kW |  |
| Appliance |  | kVA or kW |  |
| Appliance |  | kVA or kW |  |

**INSURANCE**

Public Liability Insurance is required to attend our events; please can applicants ensure that their Public Liability Insurance will be valid and send a copy when submitting this booking form. We will not confirm your pitch until we have received this.

**STALL FEE**

Total: Stall type ( £\_\_\_\_\_\_) + electricity charge ( £\_\_\_\_\_\_) x Number of stalls (\_\_\_\_) = £\_\_\_\_\_\_\_\_

**PAYMENT DETAILS**

Payment is required once we have confirmed your pitch. If we don’t receive payment within a week of confirming your pitch, we will cancel your booking. If you require an invoice for your stall, please let us know. Please make reference to your business name when paying so we can match your payment with your booking.

BACS/Internet Banking

Bank Name: Unity Trust Account Name: Redruth Town Council Sort Code: 60-83-01 Account No: 20372572

Cheques: We cannot accept cheques. If you are unable to pay via BACS please get in touch.

**Please ensure that you have sent us the following (WE REQUIRE THE FOLLOWING IN ORDER FOR YOU TO TRADE):**

|  |  |  |
| --- | --- | --- |
| Completed booking form |[ ]  Your Public Liability Insurance |[ ]  Payment |[ ]

**TERMS AND CONDITIONS**

* The position of pitches are determined by the Engagement Team at Redruth Town Council but you may request a particular spot, we will accommodate you where possible on a first come first serve basis.
* Pitch locations cannot be changed once the street plan has been sent out.
* Arrival for setting up on time is important. Please be on time and follow the set up instructions which will be provided in the days before the festival – please be sure to look out for this email.
* No vehicles will be allowed inside the road closures 30 minutes before each event. Any vehicles already inside the road closure will have to leave 30 minutes before the event starts. Food vans/trailers and trader vehicles wishing to unload will also be stopped from entering the road closure 30 minutes before the start of the event.
* Three Strike Rule – Due to a number of stall holders failing to turn up for their pitch or contact us, we have implemented a Three Strike Rule. Any stall holder who fails to turn up without contacting us ahead of the market will be given a strike. If a stall holder gets three strikes they will no longer be invited back.
* Applicants are to be responsible for the setting up and removal of their own structures; for the general cleanliness of their area and for any losses, damage or injury arising or resulting from its use.
* All rubbish must be bagged and disposed of. Failure to comply will incur charge of £5.
* The organisers accept no liability for any loss, damage or injury.
* Payment is required once we have confirmed your pitch. If we don’t receive payment within a week of confirming your pitch, we will cancel your booking.
* Refunds will only be possible if the cancellation notices are received two weeks before the event. The fee paid will be refunded less a £5.00 administration fee.
* In the event of non-attendance on the day, no refunds will be issued.
* If it is necessary to cancel the event, refunds will be issued.
* Please note that if you are raising money for a charity or a local group, including tombola’s you must complete an “Application for street collection permit” which you can find on the Cornwall Council [website](https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/street-collections-licence/#:~:text=Applying%20for%20a%20licence,-Prior%20to%20making&text=Applications%20for%20a%20licence%20must,the%20collection%20will%20take%20place.&text=Within%2028%20days%20after%20your,to%20submit%20a%20return%20form.).
* Please note that if you wish to sell alcohol on your stall, you may need to obtain a TEN licence from Cornwall Council, in the first instance please get in touch with the Engagement Team.

**INFORMATION FOR TRADERS**

* The main stall area is situated in Fore Street, which is on a hill, please consider this when setting up and securing your structures.
* You will need to park your vehicles in the nearest pay and display car park - New Cut car park (behind Poundland) or Fairmeadow car park (on Station Hill).
* There may be some parking available in Flowerpot Chapel car park but access with a vehicle will be limited due to road closures.
* Access at the festival for emergency services must be maintained at all times.

**OFFICE USE ONLY**

Date booking form and payment request received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  BACS [ ]  PL [ ]  Added to spreadsheet [ ]  Confirmation sent

The information you provide on this form will be used to send you information in connection with Redruth Town events.

Your data will be held within Redruth Town Council’s secure network and premises and will not be processed outside of the UK/the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

We will keep your details on file for 2 years. At that point the records will be refreshed and further consent sought.

Redruth Town Council, Civic Centre, Alma Place, Redruth TR15 2AT

07443 995955 marketing@redruth-tc.gov.uk www.discoverredruth.co.uk