

EID IN THE PARK – 11/12 AUGUST 2019 OR 12/13 AUGUST 2019

Stallholder Booking Form

Please complete this booking form, making sure to answer all questions, and return to the address on page 2. We will contact you shortly after we receive your form to confirm your booking for EITP 2019.

CLOSING DATE FOR ALL APPLICATIONS – MONDAY 5TH AUGUST 2019

Name: _____ Address: _____
Tel no: _____
Email: _____

TYPE OF STALL

Which stall(s) do you require?

Food Business Promotion
Non-Food Charity Stall

General description of goods to be sold (if applicable):

Will you be bringing your own self-catering unit?

Yes No

The space for one stall is 3m x 3m.

Will you need to rent a gazebo from us for this event?

Yes No Renting cost for 1 day is £20 and for 2 days is £30

How many people will be working on your stall? _____

Vehicle Registration Number: _____

SERVICES REQUIRED

Is electricity needed for your stall?

Yes No

If you need electricity, the cost of providing electricity to your stall will be:

Food Stalls - £50.00
All other stalls - £30.00

Electricity for food stalls will be limited to four points only for use as needed.

Electricity for all other stalls will be limited to one point only for the use of lighting.

Large stall holders needing more than four points of electricity must bring their own diesel generators; EITP is unable to provide this.

Petrol generators are strictly prohibited.

Water is provided at standpipes in the park. You must bring your own containers.

INSURANCE

Are you covered for insurance of your own goods?

E.g. Theft, damage, etc.

Yes No

(Please note that you **MUST** have sufficient insurance cover before attending the event. See point 7 on Page 3.)

FOOD HEALTH & HYGIENE

Do you have a valid certificate for Food, Health & Hygiene?

Yes No

(Please note that you **MUST** have the appropriate certification before attending the event. See point 8 on Page 3.)

Food stalls must also fill out the **FOOD CONCESSIONS APPLICATION** as required by Manchester City Council.

FUEL SPECIFICATION

Will you be cooking on-site?

Yes No

If yes, what are you using to cook?

Electricity Gas

(Please note that all electric cabling used by stallholders must be suitable for outdoor use. See point 14 on page 3).

EVENT TIMINGS

Day 1 timing: **10am – 8pm** | Day 2 timing: **11am – 8pm** (All stalls must be prepped and ready to start trading at the start times specified)

STALL PRICING STRUCTURE

Please indicate the type and number of stall(s) you require for this event:

FOOD STALL <small>(excluding sweets, candy floss, desert shots etc.)</small>
1 day - £300 <input type="checkbox"/>
2 days - £500 <input type="checkbox"/>

NON-FOOD STALL
1 day - £200 <input type="checkbox"/>
2 days - £300 <input type="checkbox"/>

BUSINESS PROMOTION STALL
1 day - £200 <input type="checkbox"/>
2 days - £300 <input type="checkbox"/>

CHARITY INFORMATION STALL
1 day - £150 <input type="checkbox"/>
2 days - £250 <input type="checkbox"/>

Note: Book 2 stalls for any number of days and get a discount of £50.00

Book 3 or more stalls for any number of days and get a discount of £100.00

PAYMENT

Refundable deposit: Food Stall - £100.00 Other Stalls - £50.00

This deposit will be returned to you after the event and upon fulfilment of Point 4 on page 3.

Cost of stall for the event, either 1-day or 2-days (including deposit).....£ _____

Cost of electricity if required (Food Stall - £50.00 / Other Stalls £30.00).....£ _____

Cost of renting 3m x 3m gazebo, if required (£20 for 1 day / £30 for 2 days).....£ _____

Total cost for the 2-day event.....£ _____

(including stall cost, deposit, electricity and gazebo costs, if required)

Please return this form to the address below with your cheque payment made payable to **Makki Masjid**.

Full payment for stall bookings must be made by **Monday 5th August**.

Alternatively you can make an online payment using our bank details below:

Bank Name: Al Rayan Bank / Account No: 01167701 / Sort Code: 30-00-83 / Ref: EITPSTALL

DECLARATION

I fully understand the contents of the booking form and agree to observe the Terms & Conditions as set out on Page 3. I also understand that the Management reserves the right to refuse an application without giving any reasons.

Signature: _____ Date: _____

Please send a signed copy of this form with the correct payment and relevant documents (e.g. certificates) to:

Eid In The Park
125 Beresford Road
Longsight
Manchester
M13 0TA

Alternatively, you can email us a scanned copy to:
info@makkimasjid.org.uk

For further details you can visit our website at
www.eidinmanchester.com or contact one of our stall managers directly on 07545347610 (Faheem) or 07904609544 (Hafsa)

For office use only

ACKNOWLEDGEMENT AND CONFIRMATION OF BOOKING

Acknowledgement and approval by stall manager to confirm this application has been successful

Stall Ref: _____ Stall No: _____

Signature: _____ Date: _____

TERMS AND CONDITIONS

EITP sets out the following Terms and Conditions to allow you to trade at the event on 11/12 August 2019 or 12/13 August 2019 (depending which day Eid falls on).

1. Your booking is not confirmed until a full application form and the correct fees have been submitted, and until a stall manager contacts you.
2. No guarantee is provided against inclement weather. The decision to undertake a stall at EITP is purely at the stallholder's own risk and under no circumstances will the stall be refunded.
3. In the event of rain, wind or other perils during the day, you must provide your own covers etc. to protect your goods.
4. All payments are to be made in full by 5:00pm **Monday 5th August** either by cash, cheque or bank transfer. Please note that cash payments are not accepted via post and can only be made in person by visiting the address mentioned on page 2.
5. You must trade within the allocated space/area and must not encroach outside your designated space/area. Relocation of your stall will not be allowed unless in consultation with and approved by one of the stall managers.
6. **You must keep your stall area clean at all times, and at the end of EITP you will remove any waste from your stall area. Stalls will be checked at the end of EITP. Failure to comply will result in your deposit being forfeited.**
7. You must observe all Health and Safety precautions when using electricity/gas as fuel for cooking. All food stallholders must wear hats and scarves to cover their hair.
8. You must specify power requirements correctly (number of sockets and the power for each socket) for all the equipment you are going to use at the stall in advance. You will not be allowed to trade if you need power over your specifications. In that situation, the stall fee will not be refunded, as you have not complied with your own specifications.
9. You are required to have your own insurance liability for public and damage/theft of your equipment. EITP will not be responsible for any loss or damages to your equipment, nor for any loss or personal injuries which are unconnected to EITP and/or are due to the negligence of the trader.
10. If you intend to be a food stallholder then you must provide evidence of being licensed for Food, Health and Hygiene by your own council. You must provide certificate to prove that you are licensed to trade as a food stallholder. If you do not provide a valid document, then you will not be permitted to trade.
11. If you intend to be a food stallholder, then you must comply with specifications in the enclosed Food Hygiene Advice Sheet provided by Manchester City Council's Environmental Health Division. Failure to do so will mean that you will not be permitted to trade.
12. You must specify clearly the goods you intend to sell at your stall. This will allow EITP to ensure undue competition between stalls is prevented. You must trade within your definition of goods to be sold.
13. No glass bottles or sharp objects will be allowed on the stall. All drinks must be supplied in plastic bottles. Any knives or utensils you intend to use for food preparation purposes must be kept safely away from public areas.
14. Cooking equipment including open barbecues etc should not be readily accessible, especially to young children. The layout of the stall should be such that contact with hot surfaces is difficult. Warning signage may be necessary.
15. In the event of a complaint, please report to the EITP office on site during the event, contact one of our stall managers, or contact EITP management after the event.
16. You must provide your own extension leads (Maximum 50 metres in length) for feeding power to your equipment from the sockets provided for your stall. All electric cabling used by stallholders for equipment must be suitable for use outdoors. Each extension lead must have RCD (Residual Current Device) protection.
17. If your stall requires extra power, you will have to provide your own diesel generator at your own cost. Petrol generators are strictly forbidden.
18. All LPG gas bottles must be stored in secure cages at all times.
19. Access to the park will be available from 6am on the morning of the event. Strictly no vehicles will be allowed to enter the park or move around the park after 8am for health and safety reasons
20. No stallholder (with the exception of refrigerated vehicles with diesel generators) will be allowed to park vehicles behind the stalls. Vehicles will only be allowed to move around the site during the specified times as mentioned above. Outside of these periods movement will be strictly prohibited and vehicles must remain parked in the designated stallholder's car park.
21. EITP retains the full rights of any images/videos taken by our photographers of your stall.
22. You are not allowed to keep or display any politically or religiously provoking or controversial literature/material at your stall.
23. In the case of the event being cancelled by EITP traders will be refunded in full including deposits. Where the event is cancelled due to circumstances beyond EITP's control (e.g. security threats) traders will be refunded all fees except deposits
24. If you cancel your booking before Monday 5th August 2019 you will lose 50% of any payment made, and if you cancel after Monday 5th August you will lose 100% of any payment made
25. EITP Management expects all stallholders to comply with these terms and conditions. Failure to do so may result in EITP management asking you to cease trading and leave the event and may also result in your deposit being forfeited.