**NEWPORT PAGNELL CARNIVAL**

**STALL APPLICATION FORM**

**Saturday 2nd and Sunday 3rd July 2022**

**Riverside Meadow**

Thank you for your interest in booking a stall at the 2022 Newport Pagnell Carnival.

Please send completed forms to:

NP Carnival Stalls, 31 Lawrence Walk, Newport Pagnell, MK16 8RF by **17th June 2022**.

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| --- | --- | --- | --- | --- | --- |
| **It is a condition of booking that you have read and understood the terms and conditions on pages 2-4 of this form:** | | | | | |
| I confirm that I have read and agree with the terms and conditions *(please tick)*  ⬜ | | | | | |
| **Company / Group Name:** |  | | | | |
| **Contact Name:** |  | | | | |
| **Email Address:** |  | | | | |
| **Telephone number:** |  | | | | |
| **Vehicle Registration Number:**  Of the vehicle that will be stationary on the field throughout the day. | | |  | | |
| **I would like to book the following stall space(s*)*:**  Please see T&Cs for clarification on what constitutes a charity or commercial stall | Saturday | Commercial (£30) | | | Qty…….. |
| Charity (£15) | | | Qty…….. |
| Sunday | £10 | | | Qty…….. |
| **Nature of stall:** (i.e., tombola, cakes, raffle, promotion etc.) |  | | | | |
| **Payment**  Full payment by is required at the time you complete your booking form to confirm your stall | I enclose a cheque payable to ‘Newport Pagnell Carnival’ for £…… | | | | |
| **Payment**  Full payment by is required at the time you complete your booking form to confirm your stall | I have made a BACS transfer of £……to:  Newport Pagnell Carnival  Account number: 80662968  Sort code: 20-57-40 (Barclays)  Reference: (STALL + Your Company/Group Name) | | | □ | |

By submitting this form to the Newport Pagnell Carnival Committee, you are agreeing that all information submitted on this form will be held by the Newport Pagnell Carnival Committee with the sole purpose of contacting you about the event. We will not pass your details onto any other party. You can review out full Privacy notice on the Newport Pagnell Carnival website.

**Terms and Conditions**

The Carnival Committee is run by a group of volunteers, in their spare time and around their full- time work and life commitments! When contacting members of the committee please be patient and bear this in mind – we will respond to all queries as soon as we possibly can. The preference would be to contact via email or Facebook where possible so that we can manage replies around work.

**Stall Information Pack**

* Please visit our website and download the Stall Information Pack, designed to help you get the most out of the Carnival weekend and give you the need-to-know information, as well as the nice-to-know.

**Forms**

* Completed forms should be sent to NP Carnival Stalls, 31 Lawrence Walk, Newport Pagnell, MK16 8RF, along with a cheque or BACS transfer for full payment.
* Stall space cannot be reserved until both the completed form and payment have been received.
* Forms must be returned by 17th June 2022. Any applications received after this will be reviewed by our Stall Coordinator who will confirm if we can accept your application.
* Your pitch number and allotted set-up time will be emailed to you 1 week before the carnival.

**Payment**

* All stall payments are non-refundable. This term applies even in the event of:
* You are unable to attend the Carnival for any reason
* The Carnival being unable to run as planned, for any reason.
* 2022 fees are as follows:
* Saturday Commercial 3mx3m Stall space £30
* Saturday Charity 3mx3m stall space £15
* Sunday 3mx3m stall space £10
* A cheque or BACS payment must be submitted along with your application. No stall space can be reserved without the full payment of fees.
* Cheques should be made payable to Newport Pagnell Carnival and sent to NP Carnival Stalls, 31 Lawrence Walk, Newport Pagnell, MK16 8RF.

**Pitches**

* Pitch space is 3x3 metres and can be purchased in multiple plots, with prior agreement.
* All stall equipment and accessories must fit within the purchased space. If it does not you will be charged for the additional space.
* Newport Pagnell Carnival is unable to provide any additional equipment, such as tables or gazebos.
* Generators of any kind are not permitted.

**Stall Types**

* It is vital that you give an adequate stall description on the form. We will do our best to place similar stalls apart but there is no guarantee of this, especially if you book a stall late or arrive outside of your allotted setup time.
* Charity stalls cover any charity or not for profit groups, for example fundraising, community groups and voluntary groups etc. All other stalls will be classified as commercial. If you are in any doubt please contact us.
* We do not guarantee stall exclusivity of any kind.
* It is vital that you declare any intention to sell food or beverages to stalls@newportpagnellcarnival.com before proceeding with your booking as food vendors are subject to a different application process.
* Selling food or beverages will place your stall under different rules and requirements. Anyone found to be selling food or drinks without previously declaring so will be asked to immediately remove themselves from the field.

**Times**

* The gates for stallholders will be open between 08:30am and 11:00am on Saturday 2nd July and 10:00am and 11:00am on the Sunday 3rd July. You will be provided with a 15-minute allotted arrival slot between these times. Please do not arrive prior to your timeslot as you will not be allowed onto the field. If you arrive after your time slot you will lose you allocated pitch space and will be asked to wait until the final timeslot to set up.
* Stall holders must remain on their pitch for the duration of the day until 17.30 Saturday and 16:00 Sunday, or until the Carnival Committee (with the police) deem it safe to move. This is to ensure the safety of visitors to the Carnival and it must be adhered to. Anyone attempting to move or pack away their stall prior to this will be reported and may have their application rejected in the future. Please note that this term applies regardless of weather.
* For your information the times of the carnival will be as follows: Saturday 12:00 – 18:00 and Sunday 12:00-16:00.

**Vehicles**

* Only one car per stall is permitted to enter the field. The committee will do their best to enable you to park behind your stall, within an allocated space, however this cannot be guaranteed, and you may be asked to leave your car in an allotted parking area. No vans or large vehicles are permitted to stay on the field.
* You must declare the registration of the vehicle that is to remain stationary on the field, on the form.
* We are prohibited by the Police, for public access reasons, from allowing any vehicles to enter after 11.30am, or for any vehicles to move prior to 17:30 on Saturday or 16:00 on Sunday (or until the Carnival Committee and police deem it safe to do so). Anyone attempting to move their vehicle between these times will be reported to the police and will have future applications rejected. Please note that this term applies regardless of weather.
* Stall holders are asked to assess the weather and the appropriateness of their vehicles prior to entering the field. Newport Pagnell Carnival Committee cannot control the weather and as such hold no responsibility for property or vehicle damage caused by the weather.

**Litter**

* All Stall holders are required to be responsible for litter generated by their stalls and it is expected that their area is left clear. Please bring your own bin bags and make use of the skip provided by Bridge Gate.

**Behaviour**

* Newport Pagnell Carnival is run by a committee of volunteers. We will not tolerate any verbal or physical abuse before, during or after the carnival. Anyone who is deemed to be acting against the spirit of the carnival (either to a committee member, another stallholder or to a member of the public), will have their application declined, be asked to leave the carnival and/or have all future applications rejected.

**Feedback**

* If you have any feedback, please send it to chair@newportpagnellcarnival.com. Please do remember that the carnival is run by a committee of volunteers, who do their best to please everybody on the day.

**Should you encounter any problems on the day, please contact a member of the Committee. We are here to help.**

www.newportpagnellcarnival.com        facebook.com/newportpagnellcarnival          #NPCarnival