



PILTON GREEN MAN DAY 2018

1. Application Details for a Non-Catering Stall

PART 1A : Invitation and Terms and Conditions

You are invited to apply for a non-catering stall on Saturday 21st July 2018 as part of the Pilton Green Man Day. Pitches are available in **Pilton Street** (small charity, arts, crafts, children's activities and commercial stalls) and **Rotary Gardens** (children's activities, arts, crafts and commercial stalls).

The theme is the medieval period and is centred on the ancient Green Man and Prior ritual. As before, we emphasise the medieval theme and would appreciate it if you would dress up and decorate your stall accordingly. We would especially like sellers of hand-made items, home-made/grown and organic produce, charity stalls, craft stalls, games and competitions, peddlers and buskers, etc. The sale of alcohol will not be permitted.

Charges

Stalls in aid of charity - £15 (Residents £10)

Small Commercial Stalls - £35 for up to a 10ft pitch

If you are unsure of your stall type or size, please send details to request charges.

All stall costs are payable in advance (by cash or cheque payable to **Pilton Green Man CIO**). Please send or enclose payment and evidence of insurance with the signed Part 1B below. Please indicate your preferred location but note that Pilton Green Man Committee's decision on your pitch position is final. Refunds will not be given if cancelled within 6 weeks of Green Man Day.

Terms and Conditions

1. Pilton Street is residential and stalls, backdrops and shelves must not obstruct doorways or windows.
2. All commercial and named charity stalls **must** provide evidence of public liability (PL) insurance. Smallstalls raising money for charity are not required to have PL insurance, but are recommended to do so. Please tick the box in **Part 1B** of the form if appropriate.
3. **The safety of Pilton Green Man Day is paramount. Please note that:**
 - a. each stallholder is responsible for their actions and for the safety of their stall;
 - b. all portable electrical equipment must have an appropriate up-to-date Portable Appliance Test (PAT) and supplies from households should be protected by a 30milliamp residual current device;
 - c. all gas equipment must have an appropriate up-to-date safety certificate (see Note below);
 - d. where fire extinguishers are required, staff should be familiar with their use.
4. Generators will only be permitted in Pilton Street if they are of the low noise type. If you require a power source, it is your responsibility to arrange it.
5. Pilton Green Man Day Committee accepts no liability for loss or damage or any claim arising from the stallholders actions or produce and reserves the right to refuse a stall if considered unsafe or inappropriate, including on the day. It reserves the right to inspect and demand disconnection of gas or electrical equipment if it is considered not to meet the full safety requirements.
6. No tables or gazebos are available for stall holders. Please bring your own.
7. **All stalls must comply with relevant food hygiene and safety regulations, must supply their own rubbish bins and must remove all rubbish at the end of the day. A charge may be made by the Pilton Green Man Day Committee if rubbish is not removed.**
8. All small stalls shall be a maximum of 10 feet wide by 8 feet deep.
9. Pilton Street will be closed to traffic from 10.00 am to 5.00 pm. and the pavement will be available for stalls. All cars **must** be removed from the street by 9.45 am. There is plenty of parking locally.
10. During setup (before 9.45am) and breakdown (from 5pm until 6pm) we will operate a one-way system for vehicles with entry from the bottom of the street, exiting at the top. In the interest of safety, please respect this arrangement.
11. There is no vehicular exit from Rotary Gardens before 5pm.

Send completed and signed **Part 1B** below to Siobhan Roissetter, 2 Pilton Mews, Pilton Street, Barnstaple, EX31 1PJ. **The closing date for applications is 7th July 2018.**

Or email questions or a pdf of the signed form and the required attachments to the Pilton Green Man website piltonfestival@googlemail.com.



PILTON GREEN MAN DAY 2018

SATURDAY 21st JULY

PART 1B : Application Form for a Non-Catering Stall

Organisation/Trade Name:

Name of Charity (if applicable):

I will be selling/demonstrating:

Approximate size of stall: Length Depth Height

Note: Large or tall stalls, e.g. gazebos, have to be located in specific suitable areas. Please tell us if you wish to use one.

Preferred Location: Pilton Street Rotary Gardens (tick one box)

If you have a preferred position within this please state (although this cannot be guaranteed):
.....

I agree to dress in an appropriate costume, be ready by 10.00am, use the one-way system and park my car away from Pilton Street. I enclose details of my public liability (PL) insurance (if appropriate). I understand and accept the terms and conditions of this booking as set out in **Part 1A** of this application form. I confirm I will remove all rubbish at the end of the day.

I have made a payment: £.....(tick one box as appropriate) cheque cash

Name: PL Insurance details provided (tick)

Other compliance details provided (tick)

Address:
.....

Email address: Telephone No:

Signature:

Send or deliver the completed and signed **Part 1B**:

- to Siobhan Roissetter, 2 Pilton Mews, Pilton Street, Barnstaple, EX31 1PJ
- or email the signed form and attachments to the Pilton Green Man website piltonfestival@googlemail.com.

Payment must be by cash or cheque (payable to **Pilton Green Man CIO**) to the above address.