



PARTY IN THE PARK 2020 Official Traders Entry Form

Please complete this form clearly and as fully as possible
Underlined sections **MUST** be completed

About Your Stall	
<u>Trade or Charity</u>	<u>Name of Trader</u>
<u>Trading As</u>	ALL PITCHES 3m X 3m - further space may be requested below
<u>Description of Goods</u> PLEASE NOTE: NO CATERING OUTLETS ON TRADE PITCHES INCLUDING DRINKS OF ANY KIND	

Choose Size & Make Payment EXCLUDING CHARITY STALLS		
<u>Number of Pitches at £40.00</u>	<u>Number of Extra Meters at £12.50 per Meter</u>	
<u>Total Amount Pitches</u> £	<u>Total Amount Extra Meterage</u> £	<u>Total Enclosed</u> £
BACs: AIR FM CIC, A/C 83010734, Sort Code 602335, Ref PITP		
Cheques: Please make all cheques payable to: AIR FM CIC		

Support Vehicles & Parking	
<u>Support Vehicle 1 Reg No</u>	All vehicles must be removed from site prior by 11AM. If absolutely necessary, parking for ONE vehicle can be requested below.
<u>Support Vehicle 2 Reg No</u>	<u>Do you require parking for ONE vehicle being the stand?</u>

Electricity Requirements	
<u>Do you intend on bringing a super-silent generator?</u>	If yes, is the generator PETROL or DIESEL?
<u>Estimated power consumption (kW)</u>	Generators must be earthed and contain an RCD device on each live circuit

Declaration	
I/We declare that during the whole period of the event my entry will be covered by a Public Liability Insurance Policy having a limit of indemnity of not less than £5,000,000 and that I will produce documentary evidence of such insurance before participating in the event. I further declare that I have completed the risk assessment form accompanying this entry form and that I have read and understood the instructions on side 2 of this form. I confirm that the driver or drivers of any vehicle entering the event site holds and is not disqualified from holding a licence to drive a vehicle of the appropriate class. The board of Directors cannot be held responsible for injury, damage or loss to persons or property, howsoever caused, during your visit to this event.	
At AIR FM CIC we take care of your personal data seriously. If you do not wish us to keep your personal information to send you an invite in future years, please put a cross in the box. <input type="checkbox"/>	
<u>Print Name</u>	<u>Signed</u>
<u>Telephone</u>	<u>E-mail</u>
<u>Address</u>	

AIR FM CIC (Trading as AIR 107.2)

General enquiries to: AIR 107.2 • C/O Westfield Arts College • WEYMOUTH • Dorset • DT3 6AA

Tel: 01305 836040

E-mail: info@air1072.com

Website: www.air1072.com • Facebook: www.facebook.com/air1072

You are invited to submit a stall for the 8th annual Party in the Park held at Lodmoor Country Park on Sunday 26th of July 2020.

The closing date for entries is 20th June. We value your support for the event's continued success.

Entry to the site will be refused to all vehicles not displaying an official entry pass in the windscreen – no exceptions will be made. No entry to the site before Sunday 26th July at 9 AM and pitches must be vacant by 10 PM.

You are required to submit the registration numbers of all vehicles on this form. You must inform us of any changes. All normal road laws apply to the event site.

The sale of alcoholic drink is restricted. If you intend to sell alcohol you must contact us before applying.

All food business operators must register food establishments with their local Environmental Health Departments. Food establishments include: market stalls selling sweets, cakes etc; all catering units; delivery vehicles and other moveable structures selling food / drinks. When attending the event please have with you the following, if applicable: SFBB booklet, registration certificate, electrical certificates and gas safe certificates.

Support vehicles will be allowed into the event site for the purpose of unloading, setting out and reloading only. Under no circumstances will any vehicles, other than authorised vehicles and emergency vehicles, be permitted to move within the event site between the hours of 11AM – 8PM.

No P.A systems, wireless microphones or lasers may be used from any stall or vehicle entering the event, doing so may negatively impact the main stage operation – such use is actively discouraged and may result in removal from the site.

The organisers reserve the right to refuse bookings and/or entry to the site for any reason. Additionally, the organisers reserve the right to terminate trading immediately if the trader is deemed to be acting against the interest of the event.

Silent running generators may be considered for use by the event organisers, but may only be used if specified on this form and if permission is subsequently granted.

If accepted, you will receive an official pass 2 - 4 weeks before the event. You will also receive a "notes for traders" document which contains more specific information regarding the site rules and procedures. Any refused entry will be notified and any money sent via BACs will be refunded, cheques will be destroyed.

Please include a photocopy of your insurance certificate(s) with your entry.

Please forward your completed form with a stamped addressed envelope to the contact below. **Please note: If you do not send a stamped addressed envelope you will not receive a pass. DUE TO INCREASED POSTAGE COSTS NO EXCEPTIONS WILL BE MADE.**

Please return the completed, signed form to:

Robson James

AIR 107.2

C/O Westfield Arts College

WEYMOUTH

Dorset

DT3 6AA

Telephone 01305 836040

Mobile 07539 317331

Email robson.james@air1072.com

Fire Risk Assessment Traders and Market Stalls

Name of Unit / Stall

Contact No. on site

Which Local Authority
are you registered with?

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1.	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>	Yes	No	
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No	
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting such as torches)</i>	Yes	No	
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	Yes	No	
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No	
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required.</i>	Yes	No	
12.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	Yes	No	N/A
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No	
14.	Do you have sufficient bins for refuse as public bins are not to be used for trade waste? Is all refuse kept away from your unit?	Yes	No	

If You Use LPG

15.	Do you have an inspection / gas safety certificate for the appliances and pipe work (<i>copy to be available for inspection</i>) and are all hose connections made with 'crimped' fastenings?	Yes	No	N/A
16.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
17.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
18.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
19.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
20.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
21.	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	Yes	No	N/A
22.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?	Yes	No	N/A

**If the answer to any of the above questions is 'NO',
Please detail the actions you have taken to remedy the situation.**

Declaration

Sign

Print

Date

Official Use Only

Checked & Accepted Yes Yes With Alterations No

Sign Print

Comments

PLEASE NOTE

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS,
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*