



# NUNEATON CARNIVAL

## Terms and Conditions – Sunday 16th June 2019

Nuneaton Carnival is run by a Committee of local volunteers, who in their spare time, and around full-time work, and family commitments, organise this event.

Please bear this in mind when contacting us; we will get back to you as quickly as possible.

1. Please visit our website and download the application form, risk assessment form and your guide to a fantastic day. Alternatively, email [carnivalgalafield@outlook.com](mailto:carnivalgalafield@outlook.com)
2. Find and like us on Facebook as this is where you will get the most up to date information.

### Forms

3. All completed forms should be posted to 12 The Spinney, Mancetter, Atherstone, CV9 1RS or emailed to [carnivalgalafield@outlook.com](mailto:carnivalgalafield@outlook.com) Note: cheques must be made payable to Nuneaton Carnival and posted to the above address. Space cannot be reserved until the completed forms, supporting documents and payment have been received.
4. Forms must be returned by 31st May 2019. Any applications received after this date must be confirmed by email from [carnivalgalafield@outlook.com](mailto:carnivalgalafield@outlook.com)
5. Both Charity and Trade stall holders must hold valid Public Liability Insurance Cover (not employer's liability please) and it must be a minimum of £5m on the date of Carnival; we will need a copy of this.
6. A risk assessment is required for all stalls. If you do not have your own risk assessment form, there is one available from [www.nuneatoncarnival.org](http://www.nuneatoncarnival.org) for you to download and edit.

### Payments

7. All stall payments are non-refundable, this applies in all events including:
  - You being unable to attend the Carnival for any reason
  - The Carnival being unable to go ahead for any reason
8. 2019 fees are as follows
  - Charity 3m x 3m £15
  - Trade 3m x 3m £35
9. Payment must be received before we can confirm your stall reservation.
10. Cheques must be made payable to Nuneaton Carnival and sent to 12 The Spinney, Mancetter, Atherstone, CV9 1RS
11. Large rides, inflatables and food concessions (over 6m Frontage) – costs by agreement (please contact us for more information).
12. Please note NO service/tables/stands/gazebos are available (please bring your own).

### Pitches

13. Pitch space is 3m x 3m and can be purchased in multiple plots. If there is a stall that you would like to be located close to, please make us aware as soon as possible so that every effort can be made to accommodate your request. (Note we cannot guarantee this).
14. All equipment for your stall must fit within the purchased space, if it does not you will be charged for the additional space.
15. If generators are being brought onto the site please note the following guidance from Council Officers, no generators can be allowed onto the field without prior agreement from the Carnival Committee. All generators should be suitably earthed and CO2 extinguisher should be provided in the immediate vicinity, no refueling is allowed on the Gala field. Generators should not be situated inside vehicles; they should be in close proximity of your stall/vehicle etc. and must be fenced to ensure the safety of others.

### Stall types

16. It is vital that you give as much detail as possible about your stall in the description section of the form, we will try our best to situate similar stalls apart but this cannot be guaranteed.

17. Charity Stalls include charities, and not for profit groups, for example, community groups and voluntary groups. All other types will be classed as trade, if you are unsure please get in touch.
18. Please note we generally don't allow stalls of the same nature, this is not applicable to charity stalls.
19. You must tell us if you are planning to sell any food or drink as this will place your stall under different rules and regulations. Anyone found to be selling food and drink without previously declaring it will be asked to leave the site.

### **Food Stalls**

20. All caterers must comply fully with the requirements of the Food Safety Act 1990 and be registered with an appropriate Local Authority.
21. All decisions made by the Gala Field Managers are final.
22. We will require a copy of your EHO report from your local authority.
23. If you are using gas or electricity, we require a copy of your certificates, we will also need a copy of your hazard analysis form that deals with the transportation, storage, cooking, etc. of your food to ensure the safety of those attending.
24. You must comply with the Food Safety (General Food Hygiene) regulations 1995 and any amendments thereto.
25. We will need a copy of current Food Safety Certificate and any others that are relevant.

### **Field Access**

26. The field is accessible from 8:00am on Carnival Day and stalls should be set up and ready to go by 12.30pm, access to the field is BEFORE 10:00AM due to the setting up of the Carnival procession.
27. The Gala field is open to the public from 1:00pm to 5:30pm
28. Gala Field managers will coordinate vehicles being allowed onto the field to clear down. (Cars must not come on before this is to ensure the safety of visitors) please note this term applies regardless of the weather.
29. There is No overnight security before or after the event.
30. There is no on field parking during this event (other than blue badge holders or by prior arrangement)
31. Free parking is very close to the entrance of the field and all vehicles should be removed after unloading.
32. Where traders' vans do have to be parked on the field, they should purchase enough space to do so.
33. Nuneaton Carnival provides space only in all instances. There are no services on site, with the exception of toilets and First Aid point.
34. Stall holders are asked to assess the weather and the appropriateness of their vehicle prior to entering the field. Nuneaton Carnival cannot accept any responsibility for any property or vehicle damage caused by the weather.

### **Litter**

35. All stall holders are required to be responsible for the litter generated by their stalls and it is expected that the area is left clear and tidy. We will provide black bags if needed, these can be disposed of at the designated area on the field.

### **Behaviour**

36. Nuneaton 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 found to be acting in this way (either to a Committee member, another stall holder, or a member of the public) will have future applications denied and be asked to leave the site immediately.

### **Feedback**

37. We always welcome feedback as it helps us to make the Carnival better, if you have any suggestions please email [carnivalgalafield@outlook.com](mailto:carnivalgalafield@outlook.com) Please remember the Carnival is run by a group of dedicated and passionate volunteers who do their best to please everyone on the day.

If you have any problems on the day please contact a member of the Committee

We look forward to welcoming you to The Nuneaton Carnival 2019