



Cranndara, Hyde End Road, Spencers Wood, Reading, RG7 1DD
Organisers: Karen Eaves 07837 942 443 & Debbie Johnson-Wait 07773 947 836

Spencers Wood Carnival

Stallholder Registration Form

Please complete this form and return it with your **registration fee** (cheques payable to Spencers Wood Carnival), **risk assessment** and a copy of your **public liability insurance**, as soon as possible to secure your place. The cost of a pitch is £25 for commercial stallholders or £10 for not-for-profit organisations. Catering outlets are charged at £100 per pitch. If you are proposing to sell food, we will also need a copy of your **Food Hygiene Certificate**. By applying for a place, you are confirming that you have read and accept our terms and conditions.

(Our insurers require that all stallholders/ participating organisations have their own Public Liability Insurance which covers them at this event. If you do not have such insurance, we can obtain cover for you for an additional fee of £10. Please contact us for further details.)

Name of Business/organisation

Contact name

Postal address

.....

.....

Telephone number(s)

Email:

Details of product to be sold or proposed activity

.....

.....

.....

Signature Date

Please note: the size of the pitch is sufficient for a 3m² gazebo. If you require more space than this, you should contact us to discuss your needs. You will need to bring with you on the day everything you need for your stall, including tables, chairs, gazebos etc.

Please continue onto *Stallholder's Risk Assessment...*



Cranndara, Hyde End Road, Spencers Wood, Reading, RG7 1DD
Organisers: Karen Eaves 07837 942 443 & Debbie Johnson-Wait 07773 947 836

Spencers Wood Carnival

Stallholder's Risk Assessment

Name of Organisation

Activities to be undertaken on stall

.....

.....

Please identify and list any hazards related to these activities

.....

.....

.....

..... (continue on a separate sheet if necessary)

Who might be harmed, and how? (identify groups of people, e.g. members of the public, your helpers, and say how the hazard could cause harm)

.....

.....

..... (continue on a separate sheet if necessary)

What action will you take to reduce the likelihood of harm so far as is reasonably practicable?

.....

.....

.....

.....

..... (continue on a separate sheet if necessary)

Signature Date

To be completed by stalls preparing or supplying food:

I hold a valid Food Hygiene Certificate, a copy of which is enclosed, and undertake to follow current Food Hygiene Regulations.

Signature Date