

Trinity Community Arts Garden Party: Traders' Application Form

Event date: Sunday 12th May 2019

Trinity Community Arts are inviting the local community to join in our annual outdoor *Free Garden Party* taking place between 12pm – 9pm on Sunday 12th May 2019 at The Trinity Centre. We'll be putting on family entertainment, workshops, activities, stalls and live music performances from our outdoor and indoor stages.

Trinity will be providing opportunities for local individuals and organisations to promote, share, exhibit and sell their work, craft or produce to the public.

This year we are focusing on making the event 'greener' so are particularly interested in stalls that focus on items that have been sourced ethically or locally made.

The Garden Party was a true success last year and we're hoping you can help us make this year's party even better! Don't forget it's **FREE ENTRY** to the public and we can see up to 3,000 people attend across the day.

Please note that we are supplying tables for all Information/Arts & Craft stalls so you don't need to bring your own. (Information stalls will have a 4ft round table and Produce, Arts & Crafts stalls will have a 6ft trestle table). All stalls will be outside however, in the case of wet weather, we provide space indoors for Information and Arts & Crafts stalls. If you would like to bring a gazebo or need more space than the 6 ft table provided this is fine but we ask you to pay for a larger craft stall space.

Food stalls will need to provide their own Gazebos & tables. We have external power available – please let us know your requirements at the point of booking.

Pitch sizes:

Info, produce & craft stalls - 6ft by 6ft / Larger 9ft x 9ft/ Food Stalls - 3m x 3m

Please tick one of the following options:

- | | | |
|---|-----|--------------------------|
| 1. Information Stall | £19 | <input type="checkbox"/> |
| 2. Produce and Arts & Crafts stall | £24 | <input type="checkbox"/> |
| 3. Larger Produce and Arts & Crafts stall | £34 | <input type="checkbox"/> |
| 3. Drinks stall (no alcohol) | £40 | <input type="checkbox"/> |
| 4. Food stall | £80 | <input type="checkbox"/> |

Name of Individual/Organisation making booking:	
Name of main contact on the day if different:	
Trading Name or name of stall:	
Address:	
Post Code:	

Telephone Number:	
Email address (required):	
Website:	

All Stalls -

Description of what you will be selling / giving information on :

Brief overview of where you have traded before:

Brief overview of stall layout & management (How many people will be working on stall, are you taking payments or donations on the day if so how will you manage this layout of stall, are you planning on bringing a gazebo if so what size please note no power can be provided for stalls other than food stalls)

Catering stalls only -

We now require people to use recyclable materials for serving (i.e. plates/cups). Please tick to show that you have read and understood this

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Any special requirements e.g. power (please specify voltage needed) :

Detailed overview of your catering set up, if you are using a van or vehicle / Gazebo to serve from please give rough dimensions. To include information about where the food is prepared (on-site / off-site) and if on-site what equipment are you using to prepare (i.e. gas hobs)

Please be aware that before we can confirm any catering pitches we will need to see copies of food hygiene certificates and public liability insurance. Please include them within this application or if unable please give us a date that you will provide them by.

Terms and Conditions:

- ☐ Priority will be given to local individuals/organisations who are promoting their work or selling affordable products, arts & crafts, catering.
- ☐ Please arrive between 9am -10am to set up ready to open to public at 12pm.
- ☐ The Garden Party is open to the public from 12pm until 9pm.
- ☐ We ask that all arts & crafts, info and produce stalls are open until 6pm. However you are welcome to stay until 9pm if you wish.
- ☐ Food stalls should be open until 9pm
- ☐ Parking on site for stall holders is unavailable.
- ☐ No cars will be allowed onto site after 11am.
- ☐ Please do not attach anything to the building walls.
- ☐ Please note that any electrical equipment must be PAT tested or checked by our Facilities Manager in advance.
- ☐ There will be food and refreshments for sale on the day.
- ☐ If you have an image of you work which you are happy for us to use in publicising the event (on our website) please email it to info@3ca.org.uk
- ☐ In the event of bad weather the Garden Party will still go ahead indoors (Main Hall) and stalls will be moved inside.
- ☐ Deposits are non-refundable, once pitches have been allocated we are unable to return fees.
- ☐ If the event is cancelled we will return your deposit in full, but cannot be liable for other expenses incurred.
- ☐ We will send confirmation of deposit received and pitch details by email.
- ☐ Trinity Community Arts takes no responsibility for any loss damage or theft of works/products and advise that you take appropriate measures/insurance
- ☐ Please bring appropriate float facilities, we do not have facilities to offer card transactions on site. The nearest free cash point is located on Stapleton road.

Please sign below to confirm that you have read and understand the guidelines above and wish to book a pitch at the Free Garden Party 2019.

Name:....

Signature:...

Once you have completed the form please return to

info@3ca.org.uk. If you have been selected we will be in touch by the **Friday 22th April 2019**

We will then create an invoice for payment once you have been selected.

*Deadline for booking a pitch **Friday 15th April 2019***

*If you have any questions or need any further information please call **(0117) 9351200** or email **info@3ca.org.uk***