

Carnival's Picnic in the Park 2021 - Stall Rules



Carnival's Picnic in the Park has been abbreviated to CPITP within these Stall Rules for ease of reference. Carnival's Picnic in the Park is a subsidiary event of Leighton-Linslade Carnival and all decisions are subject to the approval of the Committee of Leighton-Linslade Carnival (referred to as the Committee).

General

1. Stallholders must supply their own tables, chairs, gazebos etc.
2. Raffles are not permitted to operate at the CPITP event without the express permission of the Committee. The selling of raffle or lottery tickets on a trade stand is strictly prohibited unless the operation is covered by licence under the Lotteries and Amusements Act, 1976. A copy of this licence must be produced at the time of the stall application and must be approved prior to the event.
3. The Committee reserve the right to use all donated prizes from stallholders for fundraising at any event run by Leighton-Linslade Carnival for fundraising purposes or any other purpose throughout the year.
4. Stallholders are not allowed to raise money for their own organisation by collecting tins or similar.
5. The selling of livestock or alcohol, or giving it as a prize, is strictly prohibited. Any stall wishing to have alcohol as a prize must display a voucher exchangeable for the prize offsite at the end of the event and must be approved prior to the event.
6. Stallholders are responsible for the observance by themselves, their employees and their contractors of the Health and Safety Act of 1974 and the relevant statutory provisions that cover all safety regulations.
7. The catering rights for CPITP are held exclusively by Leighton-Linslade Town Council and are not available to other businesses or organisations. Exhibitors may NOT sell or distribute any food, confectionery, cakes, beverages (alcoholic or otherwise), cigarettes or tobacco except by those who have a specific prior agreement with the Committee.
8. Quiet running diesel generators (completely muffled) or loudspeaker systems are only permitted with the permission of the Committee. Only diesel powered generators are permitted by prior agreement. Generators MUST be switched off during re-fuelling and have a suitable fire extinguisher available nearby.
9. Stallholders may not charge for entry into their pitch. This does not apply to certain entertainment providers, subject to prior permission from the Committee.
10. The Committee, its officers, servants and volunteers will not, in any way, be liable to any persons whatsoever for any damage or loss, however caused, to the property of any such person or for any injury, fatal or otherwise, to any such person whilst at the event.
11. Every stallholder or participant shall be solely liable for any loss, injury or damage that may be done to or occasioned by or rising from any article or property exhibited or brought on to the ground by or for him, and he shall indemnify the Committee on account of or in respect of any such damage or injury.
12. Only those goods, services, entertainment or activities declared on the Booking Form will be permitted to be sold or provided.
13. Political and religious groups must confine their activities to within their stall pitch. No member of the public is to be approached, by helpers from these stalls, on any other part of the ground.
14. 'No smoking' laws apply to all marquees and enclosed areas. The Committee or a representative of the Fire Service may inspect marquees, occupied areas and stalls to ensure maximum fire safety.
15. The Committee reserve the right to refuse participation in the CPITP event at any time, including on the day. The Committee's decision is final.

On The Day

16. Before you leave: Please check the **Facebook page 'Picnic in the Park Leighton Buzzard'** at **7am on the day of the event** in case of the event being cancelled due to extreme bad weather. The event will take place in the rain. The event would only be cancelled in exceptional circumstances or extreme weather to ensure the safety of all participants and visitors.
17. On arrival at the ground you MUST use the Grove Road entrance and report to the site manager prior to setting up in your allocated space. You will not have access to the park from any other entrance.
18. Your stands or stalls etc. can be erected on the park ground from 08:15 hours on the day of the event and must not be removed until 14:00 hours. You may not start packing your stall before 14:00 hours.
19. All vehicles must be parked behind the area of your pitch during unloading and your vehicle must be removed to the on-site public parking area by 09.45 hours at the latest. All other vehicles must be removed from the site by 09.45 hours, as vehicles will not be allowed to enter or leave the ground after this time. Parking is at owner's risk.
20. To comply with CPITP's Health & Safety requirements, there will be NO vehicular movement on the park grounds after 9.45 hours. The ban on vehicle movement applies until the end of the event at 14:00 hours and may be varied on the day by the CPITP site manager. Medical emergencies are excluded from this clause, but movement must be approved by a member of the Committee or emergency services, and the vehicle must be accompanied whilst in the recreation ground.
21. Vehicles arriving for the removal of stands at the close of CPITP will not be allowed to enter the ground until the vehicle movement curfew has ended and approved by the Site Manager.
22. All vehicles moving on the recreation ground must have hazard lights switched on, and travel at no more than 5mph at all times.
23. Stalls must show trading name and address on their pitch and on any relevant public liability insurance certificate.
24. Stallholders are responsible for maintaining and leaving their area in a clean and safe condition. Failure to do so could result in a litter picking surcharge of £25.00.
25. All injuries must be reported to the First Aid Post at the main CPITP gazebo.
26. Stallholders are required to comply with the instructions of the Site Manager at all times. Anyone not doing so will be expelled from the ground and no refunds will be given for stall fees.
27. Booking fees are not returnable except in the unlikely event that Carnival's Picnic in the Park is cancelled by the Committee.

All participants must comply with any Government Covid restrictions that apply at the time of the event.

Carnival's Picnic in the Park 2021



How to Book a Stall

To guarantee a space, the Booking Form and payment must be submitted by **4pm Sunday 12th September 2021** to allow enough time to plan the final event layout. Bookings and/or payments will NOT be taken at the event on the day.

Payment must be made at the time of submitting the Booking Form and all required paperwork. Stallholders must also include a Risk Assessment and a copy of Public Liability insurance cover.

Payment must be made **online only** using the link on Eventbrite.

The Booking Form, a copy of Public Liability insurance cover and a Risk Assessment document must be sent to info@leightoncarnival.co.uk or posted to Carnival's Picnic in the Park, 15 Johnson Drive, Leighton Buzzard, Beds LU7 4TP.

The Committee will try to comply with individual requirements as requested on the Booking Form but cannot guarantee individual sites or preferences.

Carnival's Picnic in the Park is run by a group of unpaid volunteers who are part of the Leighton-Linslade Carnival. The main contact for the event is Farzana Kharawala.

Email: info@leightoncarnival.co.uk

Text only: 07974 770918

Facebook: Picnic in the Park Leighton Buzzard

Carnival Website: <https://www.leightoncarnival.co.uk>

Eventbrite (to book a stall) - search: Carnival's Picnic in the Park 2021 in Leighton Buzzard

Please note: Leighton-Linslade Carnival will hold personal data about you including your name, postal address, phone number(s) and an email address. We will keep your data for a maximum of five years unless there is a specific reason to retain it. Data you have shared with us will not be shared with any external parties without your permission and will only be used to contact you for matters related to this event.

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Booking Form

Leighton-Linslade Carnival is a membership organisation (no membership fees payable). Contact details entered on this form will be stored on Leighton-Linslade Carnival membership database, and will only be used for purposes related to Carnival, and it's related events. It will not be shared with other groups or organisations.

Organisation	
Contact Name	
Telephone	
Email	
Address	
Stall Size m x m (standard size 3m x 3m)
Stall Type (please circle)	Charity £10
	Business/Commercial £15
	Pre-school/ Toddler group/ Nurseries £15 (May run one free and one paid activity from stall, please state on form for approval)
Fee Payable	£..... (to be paid online through Eventbrite)
Stall Activity / will sell	
I have read, and accept, the rules published with this form	
Signed	
(please print name)	

Please complete (in block capitals) and return this form by **4pm Sunday 12th September 2021** along with your public liability insurance certificate and risk assessment form and declaration to: Carnival's Picnic in the Park, 15 Johnson Drive, Leighton Buzzard, LU7 4TP. For convenience you may also hand deliver to Leighton-Linslade Town Council, The White House, Hockliffe Street, Leighton Buzzard.

You can also scan all documents and send by email to: info@leightoncarnival.co.uk

PLEASE NOTE: PAYMENT MUST BE MADE BY 4pm Sunday 12th September 2021 TO CONFIRM YOUR STALL SPACE



Risk Assessment

Hazard	To whom	Control Measures	Likelihood to harm	Severity of harm
* <i>Stalls or objects falling onto crowd</i>	<i>Public (P) Staff (S) Exhibitors (E) Others (O)</i>	<i>Stallholders check stalls at all times for obvious problems, particularly if weather conditions poor. Place large/unstable or potentially dangerous objects to rear of stall or remove completely. Stallholders check tables, gazebos, goods for stability.</i>	<i>Rare Unlikely Possible Likely A l m o s t certain</i>	<i>Minor Moderate Significant Serious Major</i>
* <i>Unloading vehicle carrying equipment to venue, and setting up stall</i>	<i>Public (P) Exhibitors (E)</i>	<i>Park behind stall space with other stallholders in mind. Carry only what you are capable of. Ask for the assistance of others. Ensure tables can support weight. Clearly mark any loose ropes, cables and obstructions. Remove authorised vehicle to parking location by 10.15 and remove all other vehicles from the park.</i>	<i>Rare Unlikely Possible Likely A l m o s t certain</i>	<i>Minor Moderate Significant Serious Major</i>

* These are example entries



Risk Assessment

RISK ASSESSMENT DECLARATION (To be signed by all applicants)

I (we) the undersigned identify that the above risk assessment is appropriate for the stall I have requested at Carnival's Picnic in the Park in Parsons Close Recreation Ground on Wednesday 15th September 2021, or I attach a full risk assessment of my own. I agree to abide by all the control measures identified, and to make further controls where appropriate in respect of the activities I am planning to undertake at this event. I (we) take full responsibility for identifying and controlling any risks arising from my proposed activity, and for any incident or loss arising, under any circumstances, from our activities at the event.

Signed

Printed name

On behalf of

Date