



Carnival 2022 Stall 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.

It will not be shared with other groups or organisations.

The theme for Carnival 2022 is “Musicals”

Please complete and submit this form, by the Sunday preceding Carnival.

The booking fee (where appropriate), public liability insurance Certificate and risk assessment, should be sent to:
Mark Freeman, 7 Station Road, Linslade, Leighton Buzzard LU7 2NA
or emailed to info@leightoncarnival.co.uk

Final details regarding access and car permits will be issued during the week before Carnival.

I have read and accept the Carnival Stall rules (page 3).

Signed

Date

Name of Organisation

Contact Name

Contact Telephone

Contact Email

Contact Address

Stall Type (please circle)

Charity £15 (plus £5 each metre over 3m)

Cottage Industry £15 (plus £5 each metre over 3m)

Commercial £30 (plus £25 each additional 3m)

Promotion only (no selling) Free of Charge

Stall Size - basic size 3mx3m

Stall width x stall depth please, in metres

Fee Payable

Stall Activity / will sell

Payment will be made by

Cheque/ Bank Transfer/ no fee applicable

Please send payment to Leighton-Linslade Carnival, 7 Station Road, Linslade, Leighton Buzzard by cheque payable to Leighton-Linslade Carnival or if Bank transfer is selected we will email bank details.

Please also send Risk Assessment and Public Liability Insurance Certificate to above address.

Leighton-Linslade Carnival Stall Rules 2022

1. Payment (Cheque/POs payable to Leighton-Linslade Carnival) must accompany applications, or within 7 days of an on-line booking. Stallholders must also submit a Risk Assessment and a copy of Public Liability Insurance cover (where appropriate).
2. The Carnival will try to comply with your individual requirements but can't guarantee individual sites.
3. Stallholders are not allowed to raise money for their own organisation by collecting tins or similar. Any collections in the recreation ground will be considered as Carnival funds, and must be handed to the Treasurer
4. To guarantee a space, application must be lodged by the Sunday preceding Carnival (late applications may be accepted).
5. Stallholders must supply their own tables, gazebos etc.
6. You will be responsible for maintaining, and leaving your pitch in a clean and safe condition. Failure to do so could result in a litter picking surcharge.
7. Trade stalls must show trading name and address on your pitch and on your relevant public liability insurance certificate.
8. Your stands or stalls etc can be erected on the Carnival ground after 8:30am on the day of the Carnival and must not be removed until after 16.15.
9. You are reminded that you are responsible for the observance by yourselves, your employees and your contractors of the Health and Safety etc Act of 1974 and the relevant statutory provisions that cover all safety regulations.
10. On arrival at the Carnival ground you MUST use the Grove Road entrance and report to the site manager prior to setting up in your allocated space.
11. You are reminded that your vehicles must be parked behind the area of your pitch during unloading and the vehicle with a permit must be removed to the on-site public parking area by 10:15. All other vehicles must be removed from the site by 10:15. Parking is at owner's risk.
12. To comply with the Carnival's Health & Safety strategy, there can be NO vehicular movement on the Carnival ground after 10:30am. The ban on vehicle movement applies until the end of the Carnival, approx 16:15 and may be varied on the day by the Carnival site manager. Medical emergencies are excluded from this clause, but movement must be approved by a member of the Carnival Committee or emergency services, and the vehicle must be accompanied whilst in the recreation ground.
13. Vehicles arriving for the removal of stands at the close of the Carnival will not be allowed to enter the Carnival ground until the vehicle movement curfew is ended.
14. All vehicles moving on the recreation ground must have hazard lights switched on, and travel at no more than 5mph
15. The catering rights at Leighton-Linslade Carnival are held exclusively by the Carnival Team. No exhibitor may sell any food, confectionery, beverage (alcoholic or otherwise), cigarettes or tobacco except those exhibitors who have a specific agreement with the Carnival Committee.
16. Quiet running generators (completely muffled) or loudspeaker systems are only permitted with the permission of the Carnival Committee. Diesel powered generators are preferred. Petrol powered generators MUST be switched off during re-fuelling and have a suitable fire extinguisher available nearby.
17. You are required to comply with the instructions of the Site Manager. Anyone not doing so will be expelled from the Carnival ground.
18. No raffle will be allowed to operate at the Carnival without the express permission of the Carnival Team. The selling of raffle or lottery tickets on a trade stand is strictly prohibited unless the operation is covered by
19. licence under the Lotteries and Amusements Act, 1976. A copy of this licence must be produced at the time of the trade pitch application.
20. No stallholder may charge for entry into their pitch.
21. Booking fees are not returnable except in the unlikely event that the Carnival is cancelled by the Carnival Committee
22. The Carnival Committee, its officers and servants 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 while at the Carnival.
23. Every exhibitor shall be solely liable for any loss, injury or damage that may be done to or occasioned by or arising from any article or property exhibited or brought on to the Carnival ground by or for him, and he shall indemnify the Carnival Team on account of or in respect of such damage or injury.
24. Only those goods declared on the approved booking form will be permitted to be sold.
25. 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 Carnival site.
26. The selling of livestock and 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 end of Carnival.
27. All injuries must be reported to the First Aid Post.
28. No Smoking laws apply to all marquees and enclosed areas. The Carnival Committee or a representative of the Fire Service may inspect marquees, occupied areas and stalls to ensure maximum fire safety.
29. The Carnival Committee reserve the right to refuse participation in Carnival.

All stalls must comply with any Government Covid restrictions that apply on Carnival day. These must be adhered to in the preparation and dismantling of stalls as well as during trading.