



**LEICESTER CARIBBEAN CARNIVAL LTD**  
**OFFICIAL CONTRACT**  
**FOR STALL/PITCH**

**PLEASE PRINT CLEARLY**

NAME OF APPLICANT/ORGANISATION: .....

.....

CONTACT PERSON:.....

ADDRESS: .....

.....

..... POST CODE: .....

TEL. NO. DAYTIME: ..... EVENING: .....

MOBILE NUMBER:.....

Please select the type of pitch/stall required and size for Carnival Day.

	<b>15 x 15 Unit</b>	<b>20 x 20 Unit</b>
<input type="checkbox"/> Art & Craft (includes clothing & other non food items)	£275.00	£375.00
<input type="checkbox"/> Food & Beverage	£375.00	£475.00
<input type="checkbox"/> Promotional	£525.00	£625.00

Size of Pitch/Stall     15 x 15 feet     20 x 20 feet

**IF YOU ARE OPERATING FROM A CATERING VAN PLEASE MEASURE THE ENTIRE LENGTH OF THE VEHICLE INCLUDING THE CAB OR TOW BAR. IF IT EXCEEDS THE SIZES MENTIONED ABOVE PLEASE CONTACT THE OFFICE TO DISCUSS OTHER OPTIONS**

Please note **ONLY COMPANY CHEQUES/POSTAL ORDER/CASH** will be accepted. We are no longer in a position to accept personal cheques. Please **DO NOT SEND ANY CASH** in the mail.

Enclosed is £..... being full payment for my stall/pitch.

**Type of service being sold/provided from stall/pitch on Carnival Day.** If selling food please enclose a copy of your menu and food hygiene certificate.

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.....

**Conditions of Contract**

1. The applicant named above agrees to purchase a Stall/Pitch at Leicester Caribbean Carnival at Victoria Park, London Road, Leicester on Saturday **1st August 2009**.
2. The Size of the Stall/Pitch you are applying for can be either **15x15 feet or 20 x 20 feet unless otherwise specified**.
3. The area for each stall/pitch will be clearly marked and numbered and will be assigned to you on payment for your stall/pitch in full.
4. No one will be allowed to operate a stall/pitch that exceeds the size of the area marked. If your stall is larger than the sizes specified above please contact the office to discuss other options.
5. The stallholder is responsible for the erection of their stall and for providing their own weatherproof awning, covers, electricity supply and any equipment required for use in their stall/pitch.
6. Any Stall/Pitch holder found to be operating outside of their assigned area would be asked to adjust their stall to fit the marked out area. This includes the use of additional tables, chairs or other equipment.
7. **NO DRINKS ARE TO BE SERVED IN GLASS BOTTLES ON THE PARK.** All drinks must be served in a paper or plastic cup. The Leicester Caribbean Carnival Ltd will make a note of all stallholders observed serving drinks in bottles. They will be cautioned and if they continue to serve drinks in bottles the stallholder will not be allowed to continue to trade.
8. A copy of a valid risk assessment covering your operations on the grounds must be submitted to the Leicester Caribbean Carnival Ltd **on or before June 19<sup>th</sup>**. This is a requirement for the issuing of stalls to all traders. **PLEASE ENSURE THAT YOU TAKE A COPY OF YOUR RISK ASSESSMENT WITH YOU TO THE GROUNDS ON CARNIVAL DAY, AS IT IS REQUIRED BY LAW.** Without the risk assessment you will not gain access to the grounds.
9. **Please note** - Fire extinguishers are required by Law for Barbecues. All barbecues must have safety rails/barriers. Safety rails can be hired on Carnival Day from the **Equipment & Stores Unit** at a fixed fee of £8.00 each. It is

advisable that the number of rails/barriers be booked at least two weeks in advance.

10. **ONLY DIESEL GENERATORS** are allowed on the grounds. Persons with petrol generators will be asked to remove them from their vehicles before they can enter the grounds. Please be advised that The Leicester Caribbean Carnival Ltd will provide no storage facilities for any items removed from your vehicles on the day.
11. The applicant is entitled to take **ONE MOTOR VEHICLE PER STALL/PITCH** onto the Park in connection with their purchase of a Stall/Pitch. **PLEASE DO NOT TURN UP ON THE DAY WITH TWO VEHICLES FOR ONE STALL, AS YOU WILL BE REFUSED ENTRY TO THE PARK.** Once you and your vehicle have entered the park your vehicle must remain there, as there will be no movement of vehicles on or off the park after 10.00am. (Except for Emergency purposes).
12. Persons who refuse to operate within the guidelines will not be allowed to trade on the park on Carnival Day.
13. No refunds of stall registration fees will be given if you refuse to operate within the stated guidelines. In addition you and the organization you represent will be barred from operating a stall at future carnivals.
14. All fees are payable in full to the Leicester Caribbean Carnival Ltd to be returned with this copy of the application form. **(Please photocopy and keep a copy for your reference.)** Cheques and Money Orders should be made payable to the **Leicester Caribbean Carnival Ltd.**
15. **The closing date for applications will be 19<sup>th</sup> June 2009. NO LATE REGISTRATIONS WILL BE ACCEPTED.**
16. On arrival at the park please show your confirmation letter supplied by the Leicester Caribbean Carnival Ltd to the officers on duty. You will then be given a card with your stall name and ID Number, which **MUST** be displayed on your stall/pitch at all times whilst you are on Victoria Park.
17. Leicester Caribbean Carnival Ltd will provide no tables, chairs, generators or other equipment.
18. The stallholder is responsible for the removal of all litter or refuse, resulting from his/her activities on Carnival Day.
19. Leicester Caribbean Carnival Ltd will not be liable to the applicant for:
  - a) Theft, damage or loss of any property of the Applicant or Stallholder however caused.
  - b) Loss of monies or lack of earnings, caused by inclement weather, position of Stall/Pitch or any other cause.

- c) Any penalty imposed by anybody due to the applicant/stallholder's failure to comply with any statutory requirement concerning his or her trading activities.
  - d) Public Liability Insurance in respect of any or all activities carried out by the applicant in connection with his/her Stall/Pitch.
20. The Stallholder will have access to Victoria Park from 6.00am on Carnival Day.
  21. **NO PERMISSION HAS BEEN GRANTED BY THE LEICESTER CARIBBEAN CARNIVAL LTD FOR MUSIC TO BE PLAYED FROM ANY STALL/PITCH.** No Licences will be issued by the PRS for music to be played from any stall/pitch. Failure to do so could result in a fine being imposed on the stallholder by the Performing Rights Society.
  22. All stallholders will be required to cease operations on the park at 7:55 pm and to leave the grounds by 8:30 pm. **THERE WILL BE NO EXCEPTIONS.**
  23. The Leicester Caribbean Carnival will not be liable to refund any fees for any reason other than cancellation of the Carnival Day event.
  24. The stallholder will comply with all legal requirements concerning the sale and supply of food from their stall/pitch and acknowledge that the Leicester Caribbean Carnival Ltd will not be responsible for the supply of such items.
  25. **THE SALE OF ALCOHOLIC DRINKS IS NOT PERMITTED BY ANY STALL/HOLDER OR FROM ANY STALL/PITCH. NO LIQUOR LICENCES WILL BE ISSUED TO STALL HOLDERS TO OPERATE SUCH A UNIT ON VICTORIA PARK. PLEASE NOTE IT IS A CRIMINAL OFFENCE TO SELL ALCOHOL WITHOUT A LIQUOR LICENCE.**
  26. **THE COMPANY RESERVES THE RIGHT TO SEARCH ALL VEHICLES ENTERING VICTORIA PARK ON 1<sup>st</sup> AUGUST 2009. PLEASE BE ADVISED THAT ALCOHOLIC BEVERAGES FOUND IN YOUR VEHICLE OR STORED IN YOUR STALL, WILL BE CONFISCATED BY THE LICENSING AUTHORITY, IF IT EXCEEDS THE LIMIT ALLOWED FOR PERSONAL USE.**
  27. **PLEASE NOTE THAT CCTV CAMERAS ARE IN OPERATION ON THE GROUNDS AND WILL BE MONITORED CLOSELY FROM CENTRAL COMMAND. IN ADDITION PLAIN CLOTHES OFFICERS WILL BE IN PLACE TO MONITOR ALL STALLS/PITCHES.**
  28. I/We agree to abide by the conditions as laid out in this contract and the appendix attached and agree that I/We will be responsible for the manner in which our business is conducted from my/our Stall/Pitch.

When signed this document becomes a legally binding contract. **PLEASE READ CAREFULLY BEFORE SIGNING.**

**Signature of Stallholder:** ..... **Date:** .....

**Witness On Behalf of L.C.C. Ltd.**.....

**THE ATTENTION OF APPLICANTS IS DRAWN TO THE NOTES OF GUIDANCE ON THE ACCOMPANYING SHEET.**

**APPLICATION FORMS WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT.**

**STALL SPACES WILL BE ALLOCATED ON A FIRST COME FIRST SERVED BASIS**

**NO SPACE WILL BE RESERVED IN YOUR NAME WITHOUT PAYMENT BEING MADE IN FULL.**

## NOTES TO OFFICIAL CONTRACT

1. The conditions contained in the contract form the basis of an Agreement between the applicant and Leicester Caribbean Carnival Ltd, and the applicant agrees to abide by the conditions stated in the contract, and applicant's signature shall be taken as proof of the applicant's acceptance of these conditions.
2. Applicant's attention is particularly drawn to **Condition 8 & 19d** in the contract relating to the need to present a copy of a valid risk assessment and for each Stall/Pitch holder to carry adequate insurance cover for their own activities/trade.
3. The Applicant should photocopy and keep a copy of the Contract and these notes, and return the original copy of the contract together with the necessary fees to Leicester Caribbean Carnival Ltd.
4. The Leicester Caribbean Carnival Ltd is an equal opportunity organization and would ask all traders to observe our policy and refrain from displaying and selling any item that may cause offence to any race, creed, gender, or religious groups.