



**LEICESTER CARIBBEAN CARNIVAL LTD**  
**OFFICIAL CONTRACT**  
**FOR UNIT IN YOUTH VILLAGE**

**PLEASE PRINT CLEARLY**

NAME OF APPLICANT/ORGANISATION: .....

.....

CONTACT PERSON: .....

ADDRESS: .....

.....

.....

TEL. NO. DAYTIME: .....

MOBILE NUMBER: .....

10 x 20 Youth Promotional Area £250.00

20 x 20 Youth Promotional Area £500.00

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.

Please note this area is to be used to promote youth projects and activities only. These could include exhibition of work done by young people, services, special projects and activities geared specifically at youths.

.....  
.....  
.....

**Conditions of Contract**

1. The applicant named above agrees to purchase a Unit at Leicester Caribbean Carnival at Victoria Park, London Road, Leicester on Saturday **1<sup>st</sup> August 2009**.
2. The Size of the Unit you are applying for can be either **10 x 20 feet or 20 x 20 feet unless otherwise specified**. The Unit will be numbered and will be assigned to you on payment for your unit in full.

3. Only one organization will be allowed to operate in each unit and materials on display should relate to projects from your organization only. Any queries please contact the office.
4. Your organization or project is responsible for providing any equipment required for use in your unit.
5. You will be required to operate in the assigned area only as trading will not be allowed beyond the trading line. This includes the use of additional tables, chairs or other equipment.
6. **NO FOOD IS TO BE SOLD IN THIS AREA**
7. 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 all units on the park. **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.
8. **Please note** – Fire extinguishers are required by law for all the units.
9. **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.
10. The applicant is entitled to take **ONE MOTOR VEHICLE PER UNIT** onto the Park. **PLEASE SO NOT TURN UP ON THE DAY WITH TWO VEHICLES FOR ONE UNIT, 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).
11. Persons who refuse to operate within the guidelines will not be allowed to trade on the park on Carnival Day.
12. No refunds of 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 unit at future carnivals.
13. All fees are payable in full to 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.**
14. **The closing date for applications will be 19<sup>h</sup> June 2009. NO LATE REGISTRATIONS WILL BE ACCEPTED.**

15. On arrival at the park please show your confirmation letter supplied by the Leicester Caribbean Ltd to the officers on duty. You will then be given the necessary documentation for your unit. Your Organisation or Project Name must be clearly displayed on your unit at all times.
16. Leicester Caribbean Carnival Ltd will provide no tables, chairs, generators or other equipment.
17. You are responsible for the removal of all litter or refuse, resulting from your activities on Carnival Day.
18. Leicester Caribbean Carnival Ltd will not be liable to the applicant for:
  - a) Theft, damage or loss of any property of the Applicant however caused.
  - b) Loss of monies or lack of earnings, caused by inclement weather, position of Unit or any other cause.
  - c) Any penalty imposed by anybody due to the applicant's failure to comply with any statutory requirement concerning their trading activities.
  - d) Public Liability Insurance in respect of any or all activities carried out by the applicant in connection with your unit.
19. You will have access to Victoria Park from 6.00am on Carnival Day.
20. All units will be required to cease operations on the park at 8.00pm and to leave the grounds by 8.30pm. **THERE WILL BE NO EXCEPTIONS.**
21. The Leicester Caribbean carnival will not be liable to refund any fees for any reason other than cancellation of the Carnival Day event.
22. Organisations 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.
23. **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 UNIT, WILL BE CONFISCATED BY THE LICENSING AUTHORITY, IF IT EXCEEDS THE LIMIT ALLOWED FOR PERSONAL USE.**
24. **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 UNITS/STALLS/PITCHES.**

**25. 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 the business is conducted from our Unit. 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 FROMS WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT.**

**UNITS WILL BE ALLOCATED ON A FIRST COME FIRST SERVED BASIS.**

**NO SPACE WLL 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 the 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 7 & 18d 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.