**THAME CHRISTMAS LIGHTS SWITCH-ON 2018**

**STALL APPLICATION FORM**

**EVENT DETAILS**

**LOCATION:** High Street & Cornmarket, Thame, Oxfordshire, OX9 3DP

**DATE:** Friday 30 November 2018

**SET-UP / BREAKDOWN TIMES:** 1:30pm-3:30pm / 7.30pm\*

**CONTACT DETAILS**

**Address of Business / Charity / Group:**

**Contact Name:**

**Contact Number:**

**Email Address:**

**STALL DETAILS**

**Name of Business / Charity / Organisation:**

**Charity No:**

**Products / Food to be sold:**

***Caterers only***

**Name of Council where food business is registered:**

**Type of structure (e.g. van, gazebo):**

**STALL OPTIONS (please tick one)**

3m Commercial / Trade Pitch (£25) [ ]

6m Commercial / Trade Pitch (£40) [ ]

3m Local Charity Pitch (£10) [ ]

*Payment can be made by cash, card, BACS, cheque or postal order. Cheques to be made payable to Thame Town Council. Please call us on 01844 260495 to pay by card or obtain our bank details.*

**DOCUMENTS**

**Please include the following information with your application form and tick to confirm this:**

Public Liability Insurance [ ]

Food Hygiene Certificate (if applicable) [ ]

Risk Assessment\*\* **[ ]**

**IMPORTANT INFORMATION**

Please read the attached Event Regulations carefully. Stalls are offered on a first-come first-served basis and priority will be given to local organisations. Stall applications may be rejected to avoid duplicate stalls or if the above documents are not provided in time. The Council is unable to provide electricity, gazebos, tables, chairs or rubbish clearance. There is to be no vehicular movement on site between 3:30pm – 7.30pm\*.

Thame Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice at [www.thametowncouncil.gov.uk/privacy](http://www.thametowncouncil.gov.uk/privacy).

More information about the event can be found at [www.thametowncouncil.gov.uk/christmas](http://www.thametowncouncil.gov.uk/christmas)

**I wish to attend Thame’s Christmas Lights Switch-On on Friday 30 November 2018 and I have read and agree to the attached Event Regulations, signed:**

**Stall holder:**   **Date:**

\*(times are subject to change and will be confirmed nearer the date)

\*\*(a template risk assessment can be provided on request)