**THAME CHRISTMAS LIGHTS SWITCH-ON 2019**

**STALL APPLICATION FORM**

**EVENT DETAILS**

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

**DATE:** Friday 6 December 2019

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

**TRADING TIMES:** 4pm-7:30pm\*

**CONTACT DETAILS**

**Name:**

**Number:**

**Email Address:**

**STALL DETAILS**

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

**Charity No (if applicable):**

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

**Products / Food to be sold:**

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

**Time required to set-up and set-down:**

***Caterers only* - Name of Council where food business is registered:**

**STALL OPTIONS (please tick one)**

3m Commercial / Trade Pitch (£25) [ ]

6m Commercial / Trade Pitch (£40) [ ]

3m Local Charity Pitch (£10) [ ]

3m Community Group Pitch (£0) [ ]

**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\*\* **[ ]**

Image(s) of your stall (optional) **[ ]**

**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. Entry is only permitted if the above documents are provided and payment is made prior to the event. 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 6 December 2019 and I have read and agree to the attached Event Regulations, signed:**

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

Please complete and return to lizzie.fuller@thametowncouncil.gov.uk or Thame Town Hall, High St, Thame, OX9 3DP.

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

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