



MALMESBURY CHRISTMAS LATE NIGHT SHOPPING

2021

Stall fees: Stall Holders £25

Charity Traders £10

I would like one pitch at the Malmesbury Christmas Late Night Shopping event on Friday 3rd December 2021. Payment to be made via card or in person by cash/cheque at the Tourist Information Centre (TIC), Town Hall.

Organisation & Nature of Business:			
Address:			
Contact Number:			
Email Address:			
Contact Name:			
Preferred Location:			
Additional notes: <i>(We will endeavour to site you where you would like to be)</i>			
Public Liability <i>(must be shown to member of staff)</i>	Verified by: <i>(member of Town Hall staff)</i>		
Food & Drink Traders	Must display their Food Hygiene Certificate		
Large striped market umbrella required <i>(Size – 3mX2.5m)</i>	Yes	No	(Ticking no indicates that you will bring your own gazebo or similar)
Signed: In signing you have read and accepted the requirements of insurance, health and safety contained in this form			
Nominated vehicle registration number:			

In the event of Covid restrictions not allowing the event to take place do you wish to be part of the alternative online market Y/N (not applicable for tombola/raffle type stalls).

Please return the form and payment before the **15th November 2021** to the Tourist Information Centre, Town Hall, Cross Hayes, Malmesbury, SN16 9BZ to secure your stall. For any additional enquiries relating to your booking please call 01666 823748 or email tic@malmesbury.gov.uk

Please note that booking forms will not be accepted without proof of Public Liability Insurance.

We will be issuing Trader Car Passes to stall holders for **1 nominated vehicle only** to enable access to set up your pitch during the road closure, these will be available from the Town Hall and must be on prominent display on the night (all vehicles will have to be removed from the High Street, Market Cross/Oxford Street by 5.30 pm).

Health and Safety

Stall holders are required to comply with the following health and safety guidelines:

- Do not attend this event with Covid symptoms or following close contact with anyone with Covid within the last 14 days.
- We suggest you provide a contactless payment facility if possible and encourage this as the preferred payment method.
- We suggest you provide hand sanitiser for customers where possible although they will be encouraged to sanitise on entry.
- Face coverings are encouraged for vendors and customers in the indoor market area.
- Make sure there are no trailing cables or uncovered cables.
- Be ready to clean up spills immediately.
- Stalls using cooking facilities should have appropriate fire safety equipment to hand (e.g. extinguishers) and have carried out a risk assessment which should be made available on the night if required.

Disclaimer

Malmesbury Town Council accept no liability for loss or injury arising as a result of attending this event.