**Alnwick Music Festival 2019**

**Stall Lettings Policy**

During the weekend of the festival it is the intention of the committee to utilise the Barneyside Field adjacent to Alnwick Garden for the whole music festival including stalls, food vendors and audiences. There will be two marquees - a main stage for top acts and a workshop, local and upcoming talent stage.

We will have a “market place” area for retail stalls and a separate “food court”. By bringing everything into one area the committee feels that it will create a great atmosphere providing colour and energy.

The Alnwick Music Festival Committee reserves the right to prioritise food outlets by type of food on offer in order to offer a wide choice to festival goers.

Stall holders will be asked to quantify which category they actually fulfil as follows:

* Selling own handmade or home-produced produce
* selling handmade or home-produced product made by third party
* Selling hot food cooked to order e.g. Burgers, chips
* Selling hot food cooked on-site e.g. Chilli, Paella
* Selling purely commercial produced products e.g. pies, pasties
* Selling cold food e.g. sandwiches
* Selling hot and/or cold drinks only.

A first come first served basis is used for selection of same or similar stalls applying within the time frame specified. Stall holders are also encouraged to also produce attractive stalls.

Priority will be given to stall holders who book for the whole weekend.

**Rental:**

£55 per day Full Weekend rate - £150

A 50% deposit is required on confirmation of booking.

Priority will be given to vendors booking for the whole weekend.

Full rental charge must be deposited by 31st May before the event, either by cheque to the address shown above or by BACS when stall application has been agreed. This will provide you with a provisional booking. Deposit is non-refundable after 30th June.

**Insurance**

We require all stallholders to provide proof of public liability insurance to a minimum of £2 million. Your insurance certificate must show your name or company name, proof of public liability including the amount and end date.

Food vendors will be notified of the position of their stalls by the second week in July, together with maps showing the town and parking locations.

All food vendors will be required to be on-site by 10am before The Alnwick Garden opens. Arrangements will be made to allow departures between 4.30pm and 5.30pm. You may continue trading until 10.30pm if you wish.

Stalls will be inspected each day for safety by the stalls liaison organiser and safety officer.

**Terms and Conditions**

Bookings will be confirmed on a first come first served basis; vending space will only be allocated on the return of the completed application form and payment of deposit.

Each food vendor will be provided with up to a 10ft/3.5m space.

An invoice for a 50% non-refundable deposit (after 30th June 2019) of the total cost of the booking will be raised following confirmation that you have a provisional space booked.

**Deadline for booking is 31st May 2019**

Final invoices for the balance of the rental will be raised on 1st July 2019.

**Final invoices must be paid within 14 days.**

**Entry to the festival will not be permitted if final payment is not received by the deadline.**

The “Food Court” will be open to the public from 10am until 4.30pm and 6.30 pm until10.30pm.

Arrangements for stall holders to leave the site will be available between 4.30pm and 5.30 pm.

All vehicles must be moved off-site by 9.30am unless prior arrangements have been made. Please use hazard lights when moving your vehicle and a maximum speed of 5mph when on site.

Traders or their employees will be responsible for any damage to the site and will be billed for any such damage.

All stalls must be kept clean and tidy and stall holders are responsible for removing all litter from their site throughout the day and at the close of the event.

All traders must complete a risk assessment and health and safety policy statement which must be made available for inspection by the Health & Safety Officer or Market stall manager.

Traders will not be allowed on-site without submission of these documents.

Proof of Public Liability Insurance is essential and must be produced.

**Contact details:**

*Primary Contact: Lynda Wearn,* *alnwickmusicfestival@yahoo.com*

*Tel: 07753635669*

*Oaklands*

*Alnmouth Road*

*Alnwick*

*NE66 2QG*

*Alternative Contact: Dave Wearn (same email) 07801885804*

 **Completed** **booking forms should be sent to:**

**alnwickmusicfestival@yahoo.com** **Food Vendor booking.**

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