

Stall Entry Form Molesey Carnival 11th June 2022

Return to 53 First Avenue, West Molesey, Surrey KT8 2QW, by 20th April

NB. APPLICATIONS WILL ONLY BE ACCEPTED BY POST



(Print block capitals please)

Name of Organisation

Contact Name

Email Address

Phone Number

Location (tick)
Standard £30 Corner £40 (very limited numbers of Corners)

Stall Description

NB. Stall must fit entirely within the marked boundaries

Public Liability Insurance (PL)

We confirm that we have PL Insurance Cover of £5m or more and attach a copy of our certificate or written confirmation of cover from our Insurers. (Please ensure this is for **PUBLIC LIABILITY** Insurance!)

Our renewal date is

Our current policy expires before Saturday 11th June 2022 and we will forward the new certificate by:- **NB. late receipt may result in refusal by Elmbridge Borough Council and so, regretfully, our refusal too**

Any problems in providing us with details of your PL Insurance please contact the Carnival Secretary ASAP before the closing date above info@moleseycarnival.org

Checklist (tick)

Form Completed	<input type="checkbox"/>
PL Insurance certificate or letter from Insurers enclosed	<input type="checkbox"/>
Cheque included – made out to MOLESEY CARNIVAL	<input type="checkbox"/>

STALL INSTRUCTIONS FOR MOLESEY CARNIVAL 2022



On behalf of the Molesey Carnival Committee, welcome to Carnival 2022.

In line with recent years, and due to overwhelmingly positive feedback the Carnival will take place on the 2nd Saturday in June. Again, we would welcome your help in advertising this amongst your contacts to ensure no one misses out!

Below are stall instructions, which we hope are informative and will help to make Carnival 2022 safe and enjoyable for everybody. **Please ensure all of your stall members are fully briefed about its content- particularly the drivers.**

Regretfully, we had a couple of drivers who refused to stop for our gate marshal last year, and some drove excessively fast. We have always been encouraged by the patience, goodwill and compliance shown by the vast majority of drivers, however we will take stricter action this year if we feel safety is in any compromised. It's a shame to introduce a negative note, but we hope everyone will support us in this stance.

Lastly, please remember that the Carnival Committee are unpaid volunteers, that we make decisions we consider are the best for the Carnival as a whole, and that our busy lives outside Committee duties mean we cannot always respond immediately.

We look forward to welcoming you on Saturday 11th June!

General

- Generally there will be one stall per organisation
- Should your organisation want more than 1 stall please apply and we will try to accommodate
- Any organisation with more than 1 stall should also enter the float parade
- To keep variety **we would strongly encourage** avoiding organising Tombola on the day
- The Carnival field will be open to stall holders from 9am on Saturday morning

Stall Details

- Stall size is 20ft deep x 12ft wide
- Please do not exceed these dimensions
- **It was noted in previous years that some 'additional' stalls were appended to those applied and paid, particularly to larger/corner pitches for- please respect the spirit of the Carnival and avoid/declare and pay for 'additional' stalls. We want to be fair to everybody and keep charges down**

Rubbish/Litter

- Leaving the field in a clean and litter free condition quite rightly is a Council mandate and we ask for your help in this
- Each stall will be issued with bin bags

- We request that each stall collects any litter they generate
- Any 'rubbish' that is not litter must be taken away from the field by the stall holder
- The Council no longer collect litter from the field, and it would help us to keep costs down if stall holders took the litter away with them and put it in their own household waste/recycling. THANK YOU IN ADVANCE!

Announcements

- We will be pleased to make announcements for your organisation during the day, please come to the committee tent
- We can announce winners for your raffles/competitions any time up until 4:45pm.

Vehicles Movement on the Field

- Pedestrian Safety is paramount
- Vehicles will be allowed onto the field to deliver/take away stalls and contents
- Please stop at the gate marshal's request, conditions may have changed since your last visit
- Please follow any marshals' instructions
- Please drive dead-slow (5mph)
- Please only reverse with someone guiding you out
- **Please do not attempt to move vehicles around the field until after 5pm**
- We reserve the right to impose restrictions on vehicles should circumstances require; *e.g. Inclement weather, police instruction*

Car Parking

- We anticipate a very busy Carnival field this year and will only be able to permit 1 car per stall to remain on the field after 12pm.
- We trust that you will understand and support us in our parking policy, and we will be operating a permit system to help this work. More information to follow.
- Additional cars will be allowed onto the field to help clear up from 5pm
- We will allocate a limited number of Disabled Parking Spaces for Blue Badge holders.

End of the Day

- The Carnival ends at 5pm
- Please ensure you have vacated the field by 6pm

Please check our website regularly for bulletins www.moleseycarnival.org