

MOLESEY CARNIVAL 2023

STALL INSTRUCTIONS and ENTRY FORM

On behalf of the Molesey Carnival Committee, welcome to Carnival 2023.

Below are stall instructions, which we hope are informative and will help to make Carnival 2023 safe and enjoyable for everybody. **Please ensure all of your stall members are fully briefed about its content - particularly the drivers.**

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 10th 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**
- 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
- The advertised 'opening time' is 11am, and it gets busiest on arrival of the Float Parade, so be prepared!

Stall Details

- Stall size is 20ft deep x 12ft wide, which accommodates a standard gazebo and space for a trestle table(s) and chairs
- Please do not exceed these dimensions
- **It was noted in previous years that some 'additional' stalls were appended to those applied and paid for, particularly to corner pitches. Please respect the spirit of the Carnival and apply 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
- We request that each stall collects any litter they generate – you will be given a bin bag
- Any 'rubbish' that is not litter must be taken away from the field by the stall holder
- The Council no longer collects 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 (within reason) during the day. Please come to the committee tent and ask.
- 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, as 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.
- 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 as we are required by the Council to lock up behind you!**



Stall Entry Form — Molesey Carnival 10th June 2023

Please return, with payment, to 53 First Avenue, West Molesey, Surrey KT8 2QW, by 20th April
NB. Applications by post only.

Entrant details (*All fields are required, and in CAPITALS please.*)

Name of organisation		
Contact name		
Email address		
Phone number		
Location (tick)	Standard (£30)	Corner (£40) <i>There are a limited number of 'corners' available</i>
Stall Description (<i>Stall must fit entirely within the marked boundary</i>)		

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 your Insurers. (Please ensure this is for PUBLIC LIABILITY Insurance)	
Our renewal date is	
Our current policy expires before Saturday 10th June 2023 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.	

Payment: Cheque or cash please. We currently cannot accept online payments (working on it!)

If there are any problems in providing us with details of your PL Insurance please contact the Carnival Committee before the closing date above info@moleseycarnival.org

Checklist (*tick*)

- ☐ Form completed
- ☐ Public Liability Insurance certificate or letter from insurers enclosed
- ☐ Payment included – cheque (made out to 'Molesey Carnival') or cash