



Golowan Festival Dates 2019

Mazey Day – Saturday 29th June 2019

Quay Fair Day – Sunday 30th June 2019

STALLS INFORMATION AND APPLICATION FORM

PLEASE READ CAREFULLY

Welcome to the final weekend of the Golowan Festival when, on Mazey Day, visitors crowd the town centre to watch the parades and browse the markets, while on Quay Fair Day, the focus moves to the harbour area and the promenade.

The theme for this year's Golowan Festival is:

'Golowan Goes Green'

This year's theme reflects Golowan Festivals commitment to Penzance to show that we care for our environment and do what we can in our community to be more environmentally sustainable for future generations.

IMPORTANT INFORMATION AND BOOKING CONDITIONS

- Submission of your application does not guarantee a place. However, you are encouraged to apply early. Stallholders who have been with us before may be given preference. Arrival instructions will be issued two weeks before the Festival.
- We receive lots of applications from Caterers and we advise to send in your application promptly but to be aware that we choose caterers to ensure a wide range of choice for the public so this means that caterers will not be chosen on a first come first served basis.
- There will be an administration charge of 25% for cancellations from 1-31 May if we are unable to reallocate your pitch. We regret that fees cannot be reimbursed for cancellations received after 31 May. No refunds will be made due to bad weather or to stallholders who are unhappy with their pitch location.
 - Completed application forms, along with a copy of valid Public Liability Insurance (unless it is due to expire before the markets, in which case it may be sent once renewed), caterer's documents - RA, Food Hygiene/Safety Certs, checks on electric or gas equipment in use and payment should be sent to the Golowan Office or emailed to: golowan-trade@hotmail.com
 - Street Trader Permits from Cornwall Council are no longer required by general traders or caterers as the market is within an event.
 - In agreement with the Police and Cornwall Council Licensing we will not be taking applications from traders selling alcohol and alcohol related products.

- Penzance has made a real stance at becoming a more environmentally sustainable town and Golowan is working with Plastic Free Penzance to forward sustainable initiative for this year's festival. We therefore ask market traders to do their bit to support this. Where possible we are asking traders to NOT use plastic bags or plastic labels and for caterers to use paper and wood consumables that are recyclable or compostable instead of plastic. We will have recycling bins for plastic around the town during the event but the more we can do to avoid its use the better. If you have any questions about this then please contact us for more information. Below is a link to Plastic Free Penzance website.

<http://www.plasticfreepz.co.uk/>

- **Charities and voluntary organisations will need to get a street collection permit if they will be taking payments in any form from the public.** There is no charge for this but this year it must be done by the charity/organisation liaising directly with Cornwall Council Licensing Office. Golowan Festival CIC will not be applying for these permissions. Here is the link for information:

<http://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/>

- You may complete and submit the street collection licence application on line or post it to: Licensing, Cornwall Council One Stop Shop, Dolcoath Avenue, Camborne, TR14 8SX. **Please do not send this application to Golowan.**

If you have any difficulties you should contact CC Licencing Department at licensing@cornwall.gov.uk or on 01209 615055.

It is up to the person booking the stall on behalf of the charity to ensure that the CC permit has been received and it is essential that charities bring their Street Collection Permit to the market and display it on their stall.

- Once we get your stalls application and payment we will email you a receipt. If you do not receive this within 2 weeks please contact us to check that we have received your application.
- Full payment is required with your completed application (no post-dated cheques, please). Cheques should be made payable Golowan Festival CIC. Traders who wish to pay by bank transfer should email golowan-trade@hotmail.com requesting payment details.
- A copy of your Public Liability Insurance must be included with your application unless it is due to expire before the markets in which case you may send it as soon as it is renewed. You will not receive confirmation and joining instructions until we receive a copy of this and other documents as applicable.
- Golowan Festival accepts no responsibility for any loss or damage which may arise directly or indirectly during the event.
- No electricity is supplied. 'Silent' (low level noise) generators may be used.
- Trading in henna tattooing is allowed only by prior arrangement.
- Stallholders are required to keep all adjacent steps and ramps clear for pedestrians, to keep within their allocated area and to remove all rubbish from their site.
- Food stalls must supply their own rubbish bins and keep their immediate area clean. All crockery and cutlery etc. should preferably be recyclable or reusable. **The organisers do not provide tables, chairs, gazebos or blocks to level your stall.**
 - We ask all stallholders to present their areas as attractively as possible.
- Roads within the market areas are likely to be closed from 07:00 to 20:00 (open earlier if safe to do so).
- Your vehicle must be clear of the closed areas by 08:30 on Saturday and 09:30 on Sunday.

- Vehicular access for stallholders is allowed after 17:00 but only when is deemed safe. Please wait for announcements. Long delays may occur if pedestrians stay late. To assist street cleaning, your vehicle must leave no later than 18.00. Safety is our priority and we do appreciate your cooperation.
- We will confirm the exact road closure times when we send confirmation and arrival details in which you will be given a pitch number and location – you will receive this information approximately two weeks before Mazey Day.
- Stallholders delaying packing up risk not being invited back to the festival.
- Please respect our volunteers who give up their free time for your benefit.

Traders failing to comply with any of the above conditions may be closed down.



Business/Organisation Name.....

Trading Name (if different from Business name).....

Surname.....Forenames.....

TitleAddress.....

.....

.....Post Code

EmailWebsite

Daytime telephone no/mobile no.....

Nature of business /
Description of products to be sold.....

Size of pitch required (*Please check calculations as incorrect information may lead to cancellation*)

Frontage ft. Depth ft. Height.....ft.

Height of stall should not exceed 10ft/3 metre

Previous year's trading position *

Specific positions can be requested but are **NOT guaranteed. Refunds will not be given due to bad weather or because traders are unhappy with their pitch location.*

Please note that generally gazebos cannot be erected above stalls in Causeway Head.

Please indicate the space you require and on which days:

TRADE CATEGORY	COST OF STALL SPACE (6FT FRONTAGE)			EXTRA SPACE PER FOOT	
	SATURDAY	SUNDAY	BOTH	SATURDAY	SUNDAY
General Traders*	£100.00	£80.00	£140.00	£17.00	£15.00
Charities/Voluntary Organisations **	Price as above less 50%	Price as above less 50%	Price as above less 50%	Price as above less 50%	Price as above less 50%
Caterers *	£110.00	£100.00	£185.00	£17.00	£15.00

* Traders and caterers with existing businesses **in Penzance** (not market traders) may deduct a 25% discount from the cost of their stall.

** Charities and Voluntary Organisations will be charged traders' costs less 50% which should be deducted from the cost of the stall and any extra space required.

Cheque enclosed £ made payable to Golowan Festival CIC

Please ensure that your cheque is for the correct amount, do not forget to include the cost of any extra space that you require. If you have a query over this please contact the Golowan Office. Please do not send cash. Post-dated cheques are not accepted. Traders who wish to pay by bank transfer should email golowan-trade@hotmail.com requesting payment details

Post your stalls application form, payment, a copy of your public liability insurance and other certificates as applicable to:

Market Stalls, Golowan Festival Office, The Barbican, Battery Road, Penzance TR18 4EF.

For further information, please contact the Golowan Festival Office – tel. 01736 369677 or 369686, or email golowan-trade@hotmail.com .

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

Data Protection Act 1998

The Data Controller (in this instance Golowan Festival CIC and Cornwall Council) is required to comply with the Data Protection Act 1998 ("the Act") in respect of personal data provided by the Applicant. Section 4 (4) of the Act provides that, subject to Section 27 (1) of the Act, it is the duty of a data controller to comply with the data protection principles in relation to all personal data of which it is a controller.

Please be reminded that your booking details/personal data may be disclosed to Cornwall Council.

Please note that Cornwall Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.cornwall.gov.uk/nfi

Applicant's signature..... Date.....

Business/Trading Name.....

Please complete all sections of the application form, as incomplete applications may be returned to the applicant.

Please note that occasionally additional information may be required in order to process the application.