



TRADER APPLICATION/CONTRACT

GUIDANCE NOTES

This application form must be completed in full and returned to:

Green Lane Masjid and Community Centre
20 Green Lane
Small Heath
Birmingham B9 5DB

Or email stalls@celebrateeid.org

If you have any questions or queries, please contact 0121 713 0080.

All sections of this application must be completed and signed.

If your application is successful, you will be sent a confirmation along with a contract and invoice. It is essential that you give accurate information.

Early applications and payments are highly recommended to secure your pitch; your application and full payment must reach us by 15th March 2018.

All documentation is needed for your application to be successful. No stalls will be reserved without payment.

The information provided by you on this form will be held on the GLMCC database in order to process your application.

For Office Use Only

REFERENCE: NAME:

FOOD NON-FOOD DOCUMENTATION ATTACHED

CHEQUE NUMBER: RETAINER FEE PAID:

BACS: APPLICATION SUCCESSFUL:

CARD: APPLICANT NOTIFIED:

CASH: RETAINER FEE RETURNED:

DATE PAYMENT RECEIVED: / / 2018 DATE APPLICANT NOTIFIED: // 2018

Name of Celebrate Eid/GLMCC representative: SIGNED:

PAYMENT METHOD

Please choose from one of the following:

- Cheque – payable to Green Lane Masjid (write applicant's details on back of cheque)
- Cash or Card (in person, by appointment only)
- BACS - on receipt of invoice (Ref: CEStalls)

DECLARATION

I/we declare that to the best of my/our knowledge the information contained in this application form are correct. Any amendments shall be written to Celebrate Eid and Green Lane Masjid and Community Centre before the closing date.

Applicant Signature

Print Name

Company Name

Position

Date

In signing the Application Form, you agree to have read and understood the terms and conditions laid out by Celebrate Eid and GLMCC

The closing date for applications is **15th April 2018**

Telephone 0121 713 0080
Mobile 07722 330 949 (Br Umar Khan) / 07960272638 (Sis Samina)
Email stalls@celebrateeid.org
Address 20 Green Lane, Small Heath, Birmingham, B9 5DB
Website www.celebrateeid.co.uk

Successful applicants will be contacted within 3 weeks of application in-sha'Allaah

General

1. Stalls are only confirmed upon receipt of retainer fee and full payment.
2. All payments must be received in full by the date specified to the individual trader.
3. Retainer fee must be paid upon acceptance of application and by date specified to individual trader. This will be refunded upon the successful completion of the event, providing stalls are left as found and trader has not incurred Celebrate Eid with additional clean-up costs. **Retainer fees: £150**
4. Any application forms which are not fully completed will be returned to you to resubmit. Please note, your application will be treated as a new application.
5. Stalls will be allocated on a first come first served basis.
6. Stalls will be set-up the day prior to the event (timings to be confirmed). Traders who cannot set-up the day before or can set-up in minimal time in the morning may make arrangements with organisers.
7. All stalls need to be promptly closed at 6pm. Vendors are expected to be off-site by 6:45pm. Failure to comply will result in the loss of the FULL retainer fee.

On the day

8. All vendors will be expected to arrive straight after Salat al Fajr.
9. There will be no vehicle access to the site after 5:30.
10. Each vendor will be issued a parking permit for one vehicle on the day of Eid, this must be displayed upon arrival and throughout the day.
11. Strictly no vehicle movement allowed from 6am – 6pm, during these times vehicles must be parked in the designated area. There will be a penalty charge of £100 for vehicles not parked in designated areas and for vehicles moving during the hours stated.
12. Stalls must be ready for inspection at 6am.
13. Trading will take place straight after Salat ul Eid and will cease at 6pm.
14. The location of the stall cannot be altered on the day.
15. Only items approved by Celebrate Eid and Green Lane Masjid and Community Centre may be displayed, sold and/or promoted. Items not approved in advance will be taken off the stall and you may lose your retainer at the discretion of the organisers.
16. Traders selling clothing may bring a maximum of 2 clothes rails for displaying items, extra rails may be negotiated.
17. Traders are responsible for their own stall signage.

Cancellations

18. In case of the event being cancelled by Celebrate Eid (the organisers) traders will be refunded in full.
19. In case of the event being cancelled due to unforeseen circumstances which are not in the control of the organisers (i.e. bad weather) then the organisers will not be able refund traders.
20. Traders who cancel after June 20th will forfeit 100% of the payment however, the retainer fee will be returned.
21. Cancellations between 1st May and 19th June 2017 will be offered a refund, less a 50% cancellation fee.
22. Celebrate Eid reserves the right to re-let cancelled stalls.

Insurance/Indemnity

23. Traders must provide evidence of valid, adequate public liability insurance which covers the event.
24. Stall holders fully liable for claims arising from their conduct/service.
25. Traders are responsible for their own safety, security and insurance and that of their property and equipment.
26. Celebrate Eid and Green Lane Masjid and Community Centre are not responsible for any loss or damages of goods or equipment.
27. Celebrate Eid and Green Lane Masjid and Community Centre are not responsible for any loss or personal injuries which arise from incidents which are not connected to the organisers and/or are due to the negligence of the trader.
28. Traders will be liable for any loss or damages to equipment provided by the organisers.

Regulations

29. All stall holders must comply with Food Safety regulations (General Food Hygiene) Regulations 1999 and be registered with their local authority for the provision of such services. All food traders must have FHRS of level 3 or above.
30. Food traders must provide all documentation requested by Birmingham City council before a catering application is confirmed.
31. All LPG gas bottles must be stored in secure cages at all times.
32. Fire risk assessments must be completed by all traders before the set-up of your stall.
33. Traders are responsible for the adherence to Health and Safety at Work Act 1974 and all other relevant statutory provisions covering all health and safety regulations. The implementation is for themselves and their employees and contractors.