

# Introduction

Thank you for your interest in this year's Dartford Festival.

Now in its 84th year, the FREE unticketed Dartford Festival has developed from a town carnival into a much loved music and family fun weekend. This pack contains all you need to know about booking a stall, stand or activity at the Dartford Festival 2020.

The dates of the Dartford Festival weekend are Saturday 18 July and Sunday 19 July 2020.

The Festival site opens Saturday 18 July at 10:30am with stage performances starting at 11:30am through until 7pm and on Sunday 19 July, the gates open at 10:30am for Worship in the Park, with stage performances starting at 11:30am through until 7pm. Any changes to these times will be due to operational reasons.

Once you have read through this pack and still have any questions, please email us at [festival@dartford.gov.uk](mailto:festival@dartford.gov.uk) and do not forget to like/follow us on [facebook.com/dartfordfestival](https://www.facebook.com/dartfordfestival) and [twitter.com/welovedartford](https://twitter.com/welovedartford)

We look forward to receiving your application.

The Dartford Festival Team

## Application Information

Please ensure you read and sign the Terms and Conditions enclosed in this pack before returning your application. No application or payment will be accepted unless the following have been received by the Festival Team:

- A signed copy of the Terms and Conditions for trading at Dartford Festival 2020.
- A signed Stall Application.
- A photocopy of your Insurance Certificate for your Public Liability Cover for a minimum £5 million pounds, valid for the period on site and Employers Liability Insurance (if appropriate).
- Risk Assessment for your stall.
- **Please do not send any payment with your application. We will let you know if your application has been successful.**

The Council reserves the right at its absolute discretion to refuse a booking if it is considered to be against the interests of the local residents or the public at large; or if it is considered to be likely to bring the Council, their employees into disrepute. Any act in default or misrepresentation of the purpose of hire may give rise to proceedings on the part of the Council.

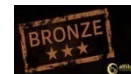
Our intention is to offer a wide range of shopping options to our visitors and will therefore try to keep stallholders selling similar items to a minimum.

**No application will be considered after 1<sup>st</sup> July 2020.**

## New for 2020

- **No plastic carrier bags to be offered to customers**

### Dartford Festival Awarded the Bronze level of Attitude is Everything's Charter of Best Practice



Dartford Festival has been awarded the Bronze level of Attitude is Everything's Charter of Best Practice in recognition of our commitment to making the festival as accessible as possible.

It is essential that all stallholders and sponsors on site consider access to their stalls in order to provide the best possible service, consider physical access to your stall and merchandise, step free access, lowered counters, having available large print versions of your price list for customers to hold and read.

Sponsors, consider that any sponsorship activation is accessible, where this is not possible staff briefed on how to provide an accessible service, if the sponsorship activation provides a reward for completing a physical challenge consideration should be given to an alternative way of receiving the reward for anyone who is unable to complete the challenge for access reasons.

## Fees & Charges - Weekend

National companies/organisations, please contact the Festival Sponsorship Team [sponsorship@dartford.gov.uk](mailto:sponsorship@dartford.gov.uk) for a full breakdown of premium brand space opportunities and pricing.

|   |                        |
|---|------------------------|
| Commercial Stall  | £285.00                |
| Early Bird Commercial Stall (only one per applicant)    | £199.00                |
| Local Charity Stall                                     | £75.00                 |
| Early Bird Local Charity Stall (only one per applicant) | £35.00                 |
| Additional/duplicate parking passes                     | (Non-refundable) £5.00 |

The cost of the stall is for the two days of the Festival, there is no discount for one day.

**No applications for stall space will be considered after 1<sup>st</sup> July 2020.**

Stallholders or exhibitors representing charities must familiarise themselves with the regulations from the Charity Commission for England and Wales who are contactable at: [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission) or on 03000 66 9197 and must ensure they comply with the stated requirements.

As part of your stallholder or exhibitors fee, you will receive 1 car park pass per stall to access the Festival site for set up and dismantling plus access to the stallholders or exhibitors car park. At the end of each day's performance, the Festival Team will work to clear the site promptly of the Festival visitors; The site needs to be clear of pedestrians/visitors before any vehicle movements are allowed on site. \*Any changes to these times will be due to operational reasons. Additional parking passes can be purchased.

(See above and page 6 for fees)

The car park passes and any other additional Festival information will be sent out approximately two weeks before the event.

## Setting up and Dismantling Stalls/Trading Times

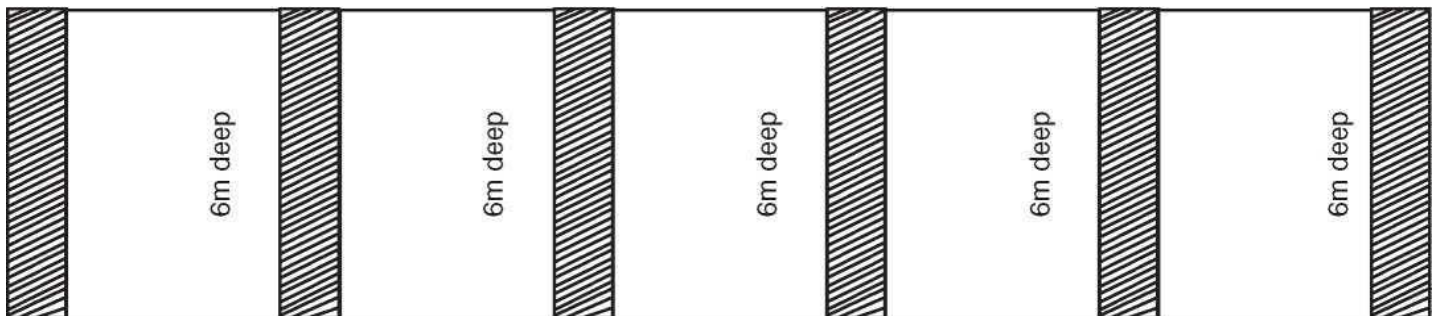
Please see page 3 for full details

**\*A strict vehicle curfew will be in place during the Festival and The Festival Team will notify stallholders when vehicles are allowed on and off site at the end of each day. Please note that no children under the age of 16 will be allowed on site during these times.**

## Stall Space

Each stall space measures 3m wide by 6m deep. There will be a 1m space between neighbouring modules to accommodate gazebo supports; these must not be positioned in the general walkway. All pitches are on open ground basis. No marquees or other types of structures or power will be provided. Your gazebo must be structurally sound and have sufficient weights needed to keep it secured in the area allocated. For more information see the MUTA Best Practice Guide [www.muta.org.uk](http://www.muta.org.uk).

**Frontage = 3m x 6m depth with 1m crossover for guy lines**



# Dartford Festival 2020-Terms and Conditions

The Council is responsible for the organisation of the Dartford Festival and stallholders or exhibitors have agreed to take the licence to occupy the pitch on the terms and conditions set out in this agreement.

## Set up and Dismantling

Stallholders or exhibitors are granted access to the site to set up/dismantle at the following times/days:-

Friday 17 July 3pm-7pm,

Saturday 18 July 8am-10am and 7:30pm-8:30pm,\*approx.

Sunday 19 July 8am-10am and 7:30pm-8:30pm.\*

At the end of each day's performance, the Festival Team will work to clear the site promptly of the Festival visitors; The site needs to be clear of pedestrians/visitors before any vehicle movements are allowed on site. \*Any changes to these times will be due to operational reasons.

**Please ensure that your staff for the Festival weekend are aware of these times.**

## Trading Times

Stallholders or exhibitors will be allowed to trade from the following times/days:-

Saturday 18 July 2020 from 10:30am until 6:30pm

Sunday 19 July 2020 from 10:30am until 6:30pm

On Saturday, the Entertainment/Performances continues until approximately 7pm and on Sunday until approximately 7pm. Any changes to these times will be due to operational reasons.

## Location of Pitch

The Council retains the right at its absolute discretion to position the stall within the Festival site where it deems it to be necessary and in the best interests of the Festival, other Festival attendees or as may be required on health and safety grounds or otherwise.

## Sub Letting

The sub-contracting or sub-letting of any stall or a part of stalls by stallholders or exhibitors is strictly prohibited unless a written confirmation has been obtained in advance from the Festival Team. Stallholders or exhibitors are strictly prohibited from actively having roving traders selling products, distributing leaflets or services around site without prior written consent from the Festival Team.

## Restricted & Excluded Items

- No animals, birds or fish may be offered for sale or as prizes on the Festival site.
- No alcohol may be offered for sale.
- Alcohol offered as a prize requires a named 'supervisor' who holds a 'Personal Licence' to sell alcohol or have served a Temporary Event Notice (TEN). TENs notices should be clearly displayed on the stand/stall that is offering alcohol and the named person must remain on site for the applied for days. Anyone including alcohol as a prize should be carrying out a 'Challenge 25' policy when issuing raffle tickets, which will be in place throughout the site and you should carry out checks as good practice. Alcohol can only be used as a prize if the persons entering the lottery/raffle/tombola is 18 years of age or over. Persons under 18 must be given an alternative prize.
- Alcohol must be in a sealed container.
- No dangerous or offensive items may be offered for sale or as a prize.
- No refreshment or food may be offered for sale or consumption.
- The Psychoactive Substances Act 2016. It is an offence to produce, supply, offer to supply, possess with intent to supply, import or export psychoactive substances.
- No cigarettes, tobacco and/or associated products (vapes, etc.)
- No BBQs, Chinese lanterns, handheld candles, flares, potted candles, fireworks, portable laser equipment or laser pens are permitted.
- Knives and any item which may reasonably be used as a potential weapon or is distinctively a weapon are not permitted on site.
- Lucky Dips and Draws are not permitted (tombola's and other similar draws are permitted).
- The selling of goods by auction is prohibited.

## Fairground Rides

All rides and inflatable activities must be annually inspected by a competent person. HSE considers ride inspectors registered under Amusement Devices Inspection Procedure Scheme (ADIPS) or PIPA standards.

Full documentation must be presented at the time of booking.

## **Cancellation**

In the event of the Dartford Festival being postponed or abandoned, or in the event of supplies, services or facilities afforded to stallholders or exhibitors being curtailed due to strike, lock-out or other circumstances beyond the control of the Council, the Council will not be liable for any expenditure, loss, damage or liability sustained or incurred by stallholders or exhibitors.

Where the stallholders or exhibitors cancels their reserved space reserved for any reason, all fees paid will be forfeited. The Council reserves the right to re-let any cancelled stall.

## **Storage**

Building out beyond the limitations of the allocated area will not be permitted.

## **Insurance/Indemnity**

Stallholders or exhibitors will provide evidence of Public Liability/Employers Liability Insurance, (where appropriate) of a minimum of £5 million which must be valid to cover the set-up, Festival and dismantle. Each stallholder or exhibitor will fully indemnify the Council against all proceedings, costs, claims, demands, and liability howsoever arising, whether directly or indirectly, in connection with the stallholders or exhibitors occupation of its pitch and use of the facilities granted and in particular (but without limitation to the generality of the foregoing) will indemnify the Council against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused. Further, each stallholder or exhibitor will affect a public and products liability insurance policy for an indemnity limit of not less than £5 million pounds in respect of any one occurrence.

## **Health and Safety**

The Health & Safety at Work etc. Act 1974 applies to all places of work irrespective of their status. Stallholders or exhibitors have a duty to ensure that all personnel working on their stand are aware that they have responsibilities to ensure, so far as it is reasonably practicable, the health, safety and welfare of themselves and others by what they do or fail to do.

Health & Safety Risk assessments are required for all stallholders or exhibitors and should be returned with the online application form. Information can be found at [www.hse.gov.uk/simple-health-safety](http://www.hse.gov.uk/simple-health-safety)

## **Noise**

No stallholder or exhibitor will be allowed to shout or call attention to their goods, or use any equipment that might cause an annoyance to other exhibitors. Playing of music from a stall is not permitted.

## **Security**

Stallholders or exhibitors are responsible for the security of their property and structures whilst on the Festival site. Anything left on site over-night is also the responsibility of the stallholders or exhibitors.

## **Sweets Confectionary**

Stallholders or exhibitors wishing to offer sweets or confectionary as prizes or promotions need to provide a copy of their food hygiene rating along with a list of all ingredients which must be clearly visible over the Festival weekend.

## **Waste**

Stallholders or exhibitors are responsible for keeping their pitch area clean at all times, and at the end of each day must remove any waste from their stall area. Areas must be left in the condition they were on arrival. Rubbish bins are provided around the site. Recycling must be undertaken, where possible.

## **Power**

All generators must be diesel silenced and be safely located and fenced. Please provide an appropriate fire extinguisher, this will be checked. **Petrol generators are NOT permitted on the Festival site.**

## **Electrical Equipment**

Stallholders or exhibitors must ensure all electrical equipment has been PAT tested and provide current documentary evidence. Electricity/power is **not** supplied.

## **Conduct**

Stallholders or exhibitors must conduct the sale of their products in a proper, efficient and courteous manner and must at all times conduct the sale in a manner satisfactory to the Council. Any verbal or physical abuse towards Festival staff or visitors will not be tolerated and you will be asked to leave the Festival site.

## **Management**

Stallholders or exhibitors must observe and comply with and ensure their staff observe and comply with all instructions given by or on behalf of the Council's management and the Council's rules and regulations.

**In signing this agreement, I have read and understood the terms and conditions above:**

Signed:

Date

# Commercial & Charity Stall Application Form

18 & 19 July 2020 - Central Park, Dartford

**DATA PROTECTION** - We will collect and use your personal information to administer our Dartford Festival event/activity.

Our **lawful basis** for processing your personal information is that it is necessary for the performance of a contract between us.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller  
[dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our [Corporate Privacy Notice](#) and our [Public Events Privacy Notice](#) for further details of how we process your personal information and your rights.

**Please tick one of the following. Are you:**

**COMMERCIAL\*** (The Festival Team reserves the right to only accept commercial applications from local SMEs trading in Dartford).

\*National companies / organisations interested in premium brand space should liaise with the Festival Sponsorship Team [sponsorship@dartford.gov.uk](mailto:sponsorship@dartford.gov.uk) in the first instance.

**CHARITY** (The Festival Team will only accept charity applications from National Charities or persons representing local charities or voluntary/community organisations situated in, or delivering services in the Borough of Dartford).

Name of Organisation/Company:

Charity Number: (if applicable)

Name of Contact: Mr/Mrs/Miss/Ms

Address (including postcode):

Landline:

Mobile:

**If you are a lone worker, please can we have a contact name and number in case of an emergency?**

Email:

Social media details (These may be used to promote your attendance at Dartford Festival 2020)

Website:

Facebook:

Twitter:

Will you be bringing a generator? (Diesel and silent running only and appropriate fire extinguisher) Yes/No

**Please give specific details of the nature of Stall/Activity/Display including details of goods for sale and any tombola/raffles you may wish to run.**

**Any queries regarding this application please contact us at [festival@dartford.gov.uk](mailto:festival@dartford.gov.uk)**

**Book on or before Tuesday 26<sup>th</sup> May 2020 to take advantage of Early Bird Rates!**  
**Last date for all applications is 1<sup>st</sup> July 2020**

**National companies'/organisations please contact the Festival Sponsorship Team**  
[sponsorship@dartford.gov.uk](mailto:sponsorship@dartford.gov.uk) **for a full breakdown of premium brand space opportunities and pricing.**

Early Bird Commercial Stall (booking received from local SME i.e. small and medium-sized enterprise / organisation on or before 26<sup>th</sup> May. Maximum 1 stall at £199. If additional stalls are required these will be charged at £285 each).

£199 each = £ \_\_\_\_\_

Please note that prices are for the whole weekend, there is no discount for only attending 1 day.  
Additional Commercial Stall

£285 each = £ \_\_\_\_\_

Early Bird Charity Stall (booking received from locally based charity on or before 26<sup>th</sup> May. Maximum 1 Stall at £35. If additional stalls are required these will be charged at £75 each).

£35 each = £ \_\_\_\_\_

Additional Charity Stall

£75 each = £ \_\_\_\_\_

\*per stall space measures 3m frontage by 6m deep (see plan on page 2)

Additional car park passes (as part of your fee you will receive 1 FREE car park pass per stall to access the site and stallholders or exhibitors' car park N.B. There are no refunds on any parking passes).

£5 each = £ \_\_\_\_\_

Total £ \_\_\_\_\_

Company invoices may be raised on request

**HAVE YOU ENCLOSED? (PLEASE TICK):**

A signed copy of the terms and conditions for trading at the Dartford Festival 2020.  
(Please keep a copy for your record and provide a copy to the person responsible for your stall for the weekend).

Signed and dated stall application.

A photocopy of your Insurance Certificate demonstrating Public Liability Cover for minimum of £5 million and if appropriate Employer Liability valid for 17 -19 July 2019. The original documents must be available for inspection over the Festival weekend.

A copy of your completed risk assessment.

Incomplete applications will not be accepted.

Signed:

Print Name:

Date:

Position within Organisation:

**PLEASE RETURN TO:**

**Festival Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR**  
**Tel No: 01322 343351 Email: [festival@dartford.gov.uk](mailto:festival@dartford.gov.uk)**

**PLEASE DO NOT SEND ANY PAYMENT- WE WILL LET YOU KNOW IF YOUR APPLICATION HAS BEEN SUCCESSFUL BY CONTACTING YOU.**

# Risk assessment

All employers must conduct a risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

| What are the hazards? | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to control this risk?  | Action by who?                              | Action by when?             | Done                     |
|-----------------------|---|---|--|---|-----------------------------|--------------------------|
| E.g. Slips and trips  | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.<br>All areas well lit, including stairs.<br>No trailing leads or cables.<br>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, eg on spills.<br><br>Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitor<br>Manager | From now on<br><br>xx/xx/xx | xx/xx/xx<br><br>xx/xx/xx |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |
|                       |   |   |  |   |                             |                          |

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>