

Jenny Bell, Haxby Town Council, Council Office, The Memorial Hall, The Village, Haxby, York
Tel: 01904 750378, Email: office@haxbytowncouncil.gov.uk

HAXBY CARNIVAL - SATURDAY 8 JULY 2017 – STALL APPLICATION

This year the Haxby Carnival will be held on Saturday 8 July 2017 on the Ethel Ward Playing Field in Haxby.

The standard pitch size will measure 4m x 4m, which will easily accommodate a standard 3m x 3m gazebo. There will be an additional charge for hiring tables. The charges for 2017 are as follows:

Single Pitch (4m x 4m) £10.00 Double Pitch (8m x 4m) £20.00 Hire of a table: £5.00 per table

The Carnival opens at 1.00 pm. Stallholders should set up between 10.00 am and 12 noon.

Name:

Organisation:

Email address:	
Telephone:	
Address:	
Activity:	

I would like a single stall pitch at £10 YES/NO
I would like a double stall pitch at £20 YES/NO
I would like to hire _____ Qty tables at £5 each YES/NO

Total Cost = £ _____

Please complete all parts of this form and send it to the above address or drop it in to the Council Office (01904 750378) in the Memorial Hall with a cheque payable to Haxby Town Council. Bank Details for Payment by BACS: Barclays Bank Sort Code: 20-99-56 Account No: 90455784 – Please include your name and the word 'CARNIVAL STALL' as your reference.

TERMS AND CONDITIONS

1. All stallholders should indemnify Haxby Town Council against all actions, proceedings, costs, claims and demands resulting from the operation of this agreement.
2. Where applicable they will comply with all Environmental Health measures to the standard required by City of York Council Environmental Health Officers.
3. Stallholders are responsible for their own health and safety and for the health and safety of those they employ and for the general public who access their stall. All equipment must comply with statutory standards.

Signed:.....Print Name.....

Date.....



Fire Risk Assessment - Traders and Market Stalls

**This signed and completed form must be maintained and available for inspection by the Fire & Rescue Service/ Event Organiser/Council Officers at all times.
Please retain for your records. A copy does not need to be sent to CFOA**

Name of Unit / Stall

Contact No. on site

Location on site

In order to comply with the Regulatory Reform (Fire Safety) Order 2005, you **MUST** complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

- | | | | |
|----|--|-----|----|
| 1. | Are adequate exits provided for the numbers of persons within the unit or stall?
<i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i> | Yes | No |
| 2. | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | Yes | No |
| 3. | Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. | Yes | No |
| 4. | If the normal lighting failed would the occupants be able to make a safe exit?
<i>(Consider back up lighting such as torches)</i> | Yes | No |
| 5. | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | Yes | No |
| 6. | Has the fire-fighting equipment been tested within the last 12 months? | Yes | No |
| 7. | Have your staff been instructed on how to operate the fire-fighting equipment provided? | Yes | No |

- | | | | |
|-----|---|-----|----|
| 8. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | Yes | No |
| 9. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. etc and reduced the risk of them being involved in an incident? | Yes | No |
| 10. | Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | Yes | No |
| 11. | Are the structure, roofing, walls and fittings of your stall or unit flame retardant? | Yes | No |
| 12. | If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area.</i> | Yes | No |
| 13. | Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc? | Yes | No |
| 14. | Do you have sufficient bins for refuse? Is all refuse kept away from your unit? | Yes | No |
| 15. | Are you aware that petrol generators are not permitted on site? | Yes | No |

If you use LPG

- | | | | |
|-----|--|-----|----|
| 16. | Do you have an inspection / gas safety certificate for the appliances and pipework? <i>(copy to be available for inspection)</i> | Yes | No |
| 17. | Are the cylinders kept outside, secured in the upright position and out of the reach of the general public? | Yes | No |
| 18. | Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | Yes | No |
| 19. | Are the cylinders located away from entrances, emergency exits and circulation areas? | Yes | No |
| 20. | Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | Yes | No |
| 21. | Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use? | Yes | No |
| 22. | Do you ensure that only those cylinders in use and a single spare cylinder are kept at your unit / stall? | Yes | No |
| 23. | Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times? | Yes | No |
-

**If the answer to any of the above questions is "NO",
Please detail the actions you have taken to remedy the situation.**

**Stallholder /
Responsible Person :**

Signature

Print Name

Date

Designation :

Company :

PLEASE NOTE

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS,
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*