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**Christmas Carnival (with Fireworks)**

**Saturday 29 November, 9:00am – 6:00pm (approx.)**
**Location:** High Street, Haverhill
**Please return this form to:** events@haverhill-tc.gov.uk

**1. General Information (all fields required)**

a) Company / charity name:
b) Main contact name:
c) Contact number:
d) Contact email:

**2. Information About Your Stand (all fields required)**

a) **Type of trader (please circle):**
Food trader / General trader / Registered charity

b) **Activities / services offered:**
(Provide a short description below.)
*Please note: exclusivity cannot be guaranteed. To check if similar traders are already booked, please contact us.*

c) **Number of vehicles on site:**
*Please note: vehicles may not be permitted to remain by your stand.*

d) **Electricity requirements:**
*Pitches with electricity are limited. Priority will be given to catering stands and allocated on a first-come, first-served basis.*
☐ Yes Required ampage: \_\_\_\_\_\_
☐ No

e) **Size of stand:**

f) **Gazebo hire:**
Haverhill Town Council has a limited number of 3m x 3m gazebos with two tables and two chairs available for hire (£12.00). Hire includes set-up and dismantling. Allocation is first come, first served.
☐ Yes, I would like to hire a gazebo
☐ I will bring my own / do not require one

g) **Special requests:**
*We will make every effort to accommodate special requests; however, fulfillment will depend on circumstances on the day and is at the discretion of Haverhill Town Council.*

**3. Required Documentation (all applicable documents must be submitted)**

Please provide copies of the following:

1. Public liability insurance (required)
2. Risk assessment (required)
3. Health & Safety / Food Safety Certificates (if applicable)

*All paperwork must be received at least 7 days prior to the event (by Saturday 22 November). Failure to provide documentation may result in your stand being refused.*
Please email documents to: events@haverhill-tc.gov.uk

☐ I agree to provide the required paperwork by Saturday 22 November

**4. Payment Information**

* **Food traders:** 10% of takings
* **General traders (craft / goods stalls):** £20.00
* **Registered charities:** £12.00

**Payment options:**

* General traders and charities: pay in advance by calling 01440 714140 or visiting Haverhill Arts Centre in person. *Cancellations made before 22 November will receive a full refund.*
* Food traders: payment in cash on the day or via BACS.

**5. Joining Information**

* **Event address:** High Street, Haverhill
* **What3words:** ///jars.organ.should
* **Arrival time:** 8:00am – 8:50am

*You will be assigned a plot on arrival. Every effort will be made to provide a suitable position, but final placement is at the discretion of Haverhill Town Council.*

*If you are unable to attend, please notify us at events@haverhill-tc.gov.uk.*

**6. Safety Information (required acknowledgement)**

The Christmas Market will be combined with the Carnival Parade at approximately 4:45pm TBC, proceeding down the High Street into Queen Square and Market Square.

* Please ensure your stall remains fully on the pavement and does not obstruct the road.
* The High Street must remain accessible to emergency vehicles at all times.
* **Strictly no vehicle movement is permitted in the town centre from 3:00pm until after the Carnival Parade and Christmas Lights Switch-On (approx. 5:15pm TBC).**

Thank you for helping us keep the event safe and enjoyable for all.

☐ I confirm I have read and agree to the Safety Information