



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:
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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.
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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