



Basingstoke Festival of Transport

At the War Memorial Park, Basingstoke RG21 4AG

By Invitation on **Sunday 3rd May 2020**

Stallholder Application



Name		
Telephone No	Telephone	Mobile
Email Address		
If a Club or Charity, Name		
Address	Address 1	Address 2
	Town	Postcode
Amount of frontage required	Feet – Minimum 15ft	
Products to be sold		
Copy of Insurance Certificate covering Public Liability attached	Yes/No	
Mini Risk Assessment attached	Yes/No	
Remittance made	Bank Transfer Yes/No	Cheque attached Yes/No
Notes		
<ol style="list-style-type: none"> 1. Frontage Rates - £2.20 per foot by 15ft depth. Minimum 15ft width. 2. Bank Transfers should be made to 'The Rotary Club of Deane Trust Fund' Sort Code 40-52-40; Account 00093548 3. Please make cheques payable to 'The Rotary Club of Deane Trust Fund'. 4. Should the event be abandoned on the day due to severe weather, acts God, third party or other circumstances outside the control of the Event Organisers, the hire charge of the stalls cannot be refunded. 		
All stallholders to be on site by 10.00am		

Please email your completed form and attachments (**preferred option**) or post them, enclosing a stamped addressed envelope (6" X 9"), to:

Mr. Alf McCarthy, 17 The Cornfields, Hatch Warren, Basingstoke, RG22 4QB.
Tel: 01256 843543; Mob: 07557 403401. Email: bfot-stalls@outlook.com

Privacy Notice - The Rotary Club of Basingstoke Deane will hold and use the information provided on this form for the purposes of your application for a 2020 stall, and to notify you of future events. By returning this form you are agreeing to the above and to the Conditions of Entry provided and available on the Festival website www.bstokefot.co.uk.

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Conditions of Entry

General Conditions

1. The Festival will be held on **Sunday 3rd May 2020**.
2. **Please note: Basingstoke and Deane Borough Council have instructed that NO vehicle is to park under the tree canopy.**
3. **For Public Safety, vehicle movement on site is prohibited between 11.00am and 4.00pm.**
4. In the case of an emergency or the abandonment of the event, vehicle movement is permitted only as authorised by the Festival Organisers and under the supervision of the Festival Marshals.
5. A speed limit of 10 MPH shall apply to all vehicles, in all event areas off the public highway. No wheel spinning on the grass.
6. Drivers must pay full regard to Festival Marshals' instructions & conduct themselves in a manner which will not inconvenience other road users or persons at any time.
7. No petrol generators, naked gas appliances or barbecues to be used on site.

Festival Entries

8. The closing date for entries to the Festival is 1st April 2020. Any entries accepted after 1st April will not be entered in the programme or entitled to a Festival plaque.
9. Entry class sign to be displayed to gain entry onto the Festival site.
10. Vehicles that are not Post Modern Classics will not be accepted unless agreement is negotiated with the Festival Organiser.
11. Entries must be entered in a clean, complete & safe working condition. Substitute entries only allowed by prior arrangement with Festival Organiser.
12. All entries must be insured against all third-party risks, fully licensed and tested in accordance with the regulations applicable to that type of vehicle for road use. The Festival Organiser reserves the right to ask for proof of these items. Entries may not be run on trade plates.
13. Steam wagons & engines will only be admitted if the owners can show proof of boiler insurance & annual inspection to the Festival Organiser when application for entry is made.
14. Owners must ensure that all drivers are fully qualified in law to handle the class of vehicle entered. No unlicensed persons to drive on site.
15. No vehicles to be run on site once positioned. All unattended vehicles shall be left securely braked and/or chocked.

Stall Holders

16. **No Food or Drink to be sold.**
17. **All vehicles to be on site by 10.00am**
18. An entry class sign is required for entrance to the site. This will not be issued until the Festival Organiser has received:
 - a. Remittance as appropriate for the stall type and frontage.
 - b. A copy of an Insurance Certificate covering Public Liability Insurance.
 - c. A mini Risk Assessment form.



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Stall Holders Risk Assessment

It is now a legal requirement that we must all show a duty of care towards the safety and wellbeing of others.

Most of us are constantly assessing risk and taking measures to avoid accidents as we go about our daily business. A lot of assessing risk was previously called “common sense”. Government legislation requires that considerations are now documented in order to show that common sense has prevailed and reasonable precautions against accidents have been put into place.

Basingstoke Festival of Transport is open to the general public. All participants in the Festival must, therefore, complete a risk assessment against their own activities. The table below has been designed to help you complete a risk assessment if you have not had to consider one before.

If you are familiar with risk assessments and know that your own documentation would be more complete and considered, please submit a copy of your own risk assessment with your stall application form.

Risk/accident that might happen on your stall/exhibit.	Worst possible consequences of risk/accident	Likelihood that consequence would actually happen if specific actions are not taken	Could a member of the public be affected by the risk/accident	Proposed preventative action(s) to minimise the consequences and/or likelihood
<u>Examples</u> <input type="checkbox"/> Equipment collapses <input type="checkbox"/> Injury whilst setting up equipment <input type="checkbox"/> Trip hazards <input type="checkbox"/> Fire	<u>Examples</u> <input type="checkbox"/> Minor cuts and bruises <input type="checkbox"/> Broken bone(s) <input type="checkbox"/> Concussion <input type="checkbox"/> Death	<u>Examples</u> <input type="checkbox"/> 1 – Very Likely <input type="checkbox"/> 2 – Likely <input type="checkbox"/> 3 – Unlikely <input type="checkbox"/> 4 – Very Unlikely	YES or NO	
<u>Example</u> Table might collapse	Broken bone	3	YES	<input type="checkbox"/> We will only use tables that are strong enough for purpose <input type="checkbox"/> We will only use tables that are in good condition <input type="checkbox"/> We will use more than one table so that none need to be overloaded
<u>Example</u> Guy ropes could be a trip hazard	Broken bone	3	YES	<input type="checkbox"/> We will position the guy ropes and pegs so that they are not across walkways <input type="checkbox"/> We will make the ropes and pegs visible by putting bright tape on the ropes and around the pegs



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Stall Holders Risk Assessment

Name and address of business, charity or organisation being represented				
Name and address of the responsible person on site at Basingstoke Festival of Transport				
Name and address of the author of this Risk Assessment				
Risk/accident that might happen on your stall/exhibit.	Worst possible consequences of risk/accident	Likelihood that consequence would actually happen if specific actions are not taken	Could a member of the public be affected by the risk/accident	Proposed preventative action(s) to minimise the consequences and/or likelihood

Please use more than one page if necessary