



Application for Stall 2026-27

Section 1 – Applicant Details

Name of Stall (s)			
Name of organisation			
Name of hirer/ person responsible			
Invoice Address			
Telephone		Mobile	
Email			

Section 2 – Stall Details

Green Space Location	Westbury Gardens Barton Farm Country Park Victory Field Culver Close Other, please specify
Date(s) of Stall	
Number of Stalls	
Date & time of entry	
Date & time of exit	
Stall description	<i>Include details of any goods/ consumables for sale</i>
What type of stall is this?	Charity Community Fundraising
<u>If this is a charity stall, please provide the following information</u> Name & Address of charity: Charity registration number: Will all income raised go to the charity? Yes No Not Applicable If not, please give details:	

Section 3 – Advertising

Do you intend to use banners or posters? Yes, I'd like to advertise using a banner or posters on council property/ land* Yes, I'm advertising on private/ public property and have permission from the land or property owner No *Please see Banner charges in Section 5



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Section 4 – Vehicles

Will any vehicles be driving onto the green space before or after the stalls trading times to facilitate set up and/ or pack down? Yes No

If yes, please give details including where they will be parked during the stall's operation:

Section 5 Charges and Terms & Conditions

Information only or goods trading

	Information only	Trading (goods only – no food/ drink)	Banners
Registered Charity	£10	£12	£0
Community/ Fund raising	£12	£15	£0
Commercial	£15	£20	£20

Charges are per site, per day (24-hour period 12.01am – midnight 12.00am)

Food Traders

- All Food & Drink stalls are charged at **£12 per hour**.
- All food traders must display clear labelling of prepacked foods for direct sale, including a full list of ingredients and allergen information.
- Food hygiene ratings must be clearly displayed or accessible for viewing if requested
- Food traders are responsible for ensuring all labelling, storage, and preparation adhere to food safety standards.

Alcohol

- There is an additional **one off £20 charge** for all stalls serving alcohol.
- Alcohol must be declared at the time of booking.
- An additional charge applies for stalls serving alcohol.
- Appropriate licences and insurance must be provided by the hirer if alcohol is sold or served.

Banners

- £20 for a two-week period at the Tennis Courts OR St Margaret's Hall. OR one week free for charity/ community fundraising
- Includes poster displays on town council notice boards (we may not be able to display a poster at the Westbury Gardens notice board as this is reserved for council activity)

Facilities

- The town council cannot provide water or electricity for stalls
- Alcohol vendors must comply with Licensing Act 2003 and provide potable water.

**Application for Stall 2026-27****Surcharges**

- Removal of waste, fats and oils is the hirers responsibility. A surcharge of £30 will be made for any additional cleaning/ clearing up/ waste removal that may be necessary.
- If the booked time is exceeded or facilities used that were not included in the booking, the additional cost will be invoiced after the event at the applicable hire rate.

Cancellation

When a cancellation of a booking is received in writing or via email, the following amounts are payable with a booking fee of 1 hour.

28 days or more in advance – 25% payable

27-21 days in advance – 35% payable

20-14 days in advance – 50% payable

13-7 days in advance – 85% payable

6 days before due date – Full amount payable

Banner charge:

Yes, Tennis Courts £20.00

Yes, St Margaret's Hall Railings £20.00

No

Free Tennis Courts **OR** St Margaret's Hall

Stall charge: £

Alcohol charge: Yes No

Total: £

OR

Invoice monthly (*regular bookings only*)

Section 6 – Documents & Licences**Certificate of Public Liability Insurance**

Enclosed To Follow

Risk Assessment

Enclosed To Follow Not Applicable

Food Business Registration

Enclosed To Follow Not Applicable

Level 2 Food Hygiene certificate

Enclosed To Follow Not Applicable

Temporary Event Notice (TEN)

Enclosed To Follow Not Applicable

Other (please specify)**Section 7 – Declaration**

I confirm that I have read and understood the Terms & Conditions above and agree to abide by them. By typing my name below, I consent to use an electronic signature, which is legally binding and confirms my agreement to all terms.

Signature:

Date:



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**Please return the completed form to: Bradford on Avon Town Council, Kingston House Office,
Kingston Road, Bradford on Avon, Wiltshire BA15 1ES Tel: 01225 864240
Email: greenspaces@bradfordonavontowncouncil.gov.uk**