



SAVOUR MARKET STALLHOLDERS APPLICATION FORM 2017

PLEASE NOTE:

YOUR APPLICATION IS NOT VALID WITHOUT ALL OF THE FOLLOWING DOCUMENTATION:

- **Application Form** fully completed and signed which confirms that you have read & agree to the terms and conditions set out in this application.
- **Copy of your Insurance** policy for your business and your stall (€6.5m Public Liability, €13m Employers Liability, Product Liability)
- **HSE registration** as a **Stallholder**, not just a food business (in date at 1st November 2017)
- If you do not usually sell in markets the stall operation will need to be registered with HSE for a food stall: Contact: Ms Anne Dwan, Environmental Health Department, St. Canice's Hospital, Kilkenny. Telephone: 056-7784016. Email: Anne.Dwan@HSE.ie
- **Payment** in full – paid directly to our bank account or by cheque payable to: Savour Kilkenny, Festival Office, Burrell's Hall. St. Kieran's College, Kilkenny. **Bank Details** - Permanent TSB Kilkenny, **BIC IPBSIE2D IBAN IE36IPBS99063611563924**

STALL SIZE & COSTS

OPTIONS – Please select one. (PRICING – prices are for two days trading & includes electricity)

1. Bring Your Own Stall – HOT FOOD & DRINKS - 3m x 3m space - **€450** plus 23% VAT of €103.50 = €553.50
2. Bring Your Own Stall – OTHER - 3m x 3m space **€300** plus 23% VAT of €69 = €369
3. Savour Supplies Stall - Indoor Food Hall Only (NO HOT FOOD) 2m x 2m table - **€300** plus 23% VAT of €69 = €369

If your stall is larger than 3m x 3m – please calculate the cost here:

Your Own Stall – HOT FOOD & DRINKS

Calculate the total area of your stall - Multiply stall length including hitch (m) by the width (m) = _____ m²

To calculate the cost, multiply this figure by €50 (cost per extra m²)

This gives you the cost of your stall excluding VAT = € _____

Add VAT at 23% = € _____

Total Amount to Pay = € _____

Your Own Stall – OTHER

Calculate the total area of your stall - Multiply stall length including hitch (m) by the width (m) = _____ m²

To calculate the cost, multiply this figure by €33.33 (cost per extra m²)

This gives you the cost of your stall excluding VAT = € _____

Add VAT at 23% = € _____

Total Amount to pay = € _____

HOW TO PAY – Payment should be made directly to our bank account at time of submitting your application form and documentation. Bank Details - Permanent TSB Kilkenny, **BIC** IPBSIE2D **IBAN** IE73IPBS99063611563924 (Savour Kilkenny). You must ensure that your business name appears as the receiving banks reference.

UTILITIES – GAS & ELECTRICITY

ELECTRICITY – YOU MUST COMPLETE THIS SECTION IN FULL

Do you require electricity at your stall? **YES** or **NO**?

1 x **16 Amp** socket is included in your stallholders fee.

There is no facility for 13 amp plugs.

You must supply a full list of all electrical appliances to be used on your stall-including any lighting;

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IMPORTANT NOTE – There is NO electricity available to stallholders outside of the market opening hours. Do not leave perishable goods overnight at your stall.

COOKING

Are you cooking at your stall? **YES** _____ or **NO** _____

If YES, are cooking with Electricity _____ or Gas _____?

GAS - ALL APPLICANTS MUST COMPLETE THIS SECTION

Are you bringing gas appliances? **YES** _____ or **NO** _____

If YES, please list **ALL** appliances:

Any stallholder using gas must be inspected each day by Savour's appointed gas inspector.

There is an inspection fee payable directly to the inspector (€30.)

TERMS & CONDITIONS

INSURANCE / HSE All stallholders must be fully insured and licenced by HSE to operate as a food stall. (See their guidelines)

MARKET TIMES: Saturday 28th October 10am to 8pm & Sunday 29th October 10am to 6pm.

STALL SET UP **FRIDAY EVENING 27TH OCTOBER 2017 – 3pm to 7pm. Please note this is a new arrangement**

DELIVERY OF STOCK From 7am on Saturday and Sunday - all vehicles off site by 9.45am

ENTERING & PARKING Entrance to the site is via Castle Road, entering from the Bennettsbridge Road roundabout.

Parking permits will be supplied on arrival. You must display clearly in the windscreen of your vehicle. We ask that you unload, set-up and return your vehicle to the designated parking available on; Castle Road, Nuncio Road and Larchfield.

There is no electricity available in the parking area.

STALLHOLDERS POSITITON Are non-negotiable and are allocated based on a variety of factors. Due to unprecedented demand, Savour Kilkenny cannot guarantee that previous participants will be automatically allocated a space, and it will not be guaranteed that if you are accepted, you will be in the same position as previous years. Savour aims to recreate a real market feel and the companies trading at the market must reflect this. Savour Kilkenny reserves the right to restrict the number of stallholders in a particular product category to ensure that a wide variety of food is on offer at the market. Traders must produce, or add value to, everything they are selling. A company employee familiar with all products must be on site throughout the event. This would preferably be the producer.

STALL DECORATION Please try and decorate your stall, this is important for making it look appealing to the customers, and also for possible photos which can be used on social media to promote your business, and the event itself.

FIRE FIGHTING EQUIPMENT If you are cooking at your stall you must have the necessary fire-fighting equipment as follows: Fire Blanket / Dry Powder Fire extinguisher / CO2 Fire Extinguisher. All Fire Extinguishers must be fully serviced and display a dated service tag. Fire Blankets must be correctly mounted so as to be easily accessible in the case of an incident. Any stall holders who are cooking and who do not have the correct fire-fighting equipment will be requested to rent the above equipment. Stallholders will not be permitted to trade without the correct fire-fighting equipment.

FIRST AID /HYGIENE All stallholders must bring a first aid kit to meet risk applicable to your stall. It must also comply with HSE requirements for food handling and vending on site. The first aid kit, must include a supply of water proof dressings (blue coloured dressings are recommended) to cover any cuts and abrasions.

SECURITY DAYTIME As Savour Kilkenny is an open event with free public access during opening hours, stallholders are advised not to leave any valuables in your stall at any time. Savour Kilkenny cannot accept any responsibility for any loss/damage or theft. All stallholders are responsible for their own belongings. Vehicles are parked at owner's risk.

SECURITY OVERNIGHT Savour Kilkenny will be providing limited overnight security on-site, however, stallholders must not leave any valuables in their stalls overnight. Savour Kilkenny will not accept liability for any theft or damage that may occur at any time. All property left on the premises will be at stallholders own risk.

FURNITURE Savour Kilkenny does not supply any furniture/tables/chairs etc. Please make sure that you bring a table/chairs if you need them, this is of particular importance if renting a Savour supplied stall.

REFUSE & CLEANLINESS All stallholders are required to be responsible for litter, refuse and cleanliness around their stall and are asked to keep the surrounding area clean, tidy and litter free at all times. Please use refuse bins provided. Bins will be emptied throughout the days. Any stallholder leaving refuse behind will be fined.

SANITARY ACCOMMODATION A separate designated toilet will be allocated at the Kiosk on The Parade this toilet will be for food handling staff only. Key for toilet will be held on Savour Reception outside Main Demo marquee. This must be returned for other vendors to use.

WATER SUPPLY There are three potable water points supplied by Kilkenny County Council on site: (1) At the Mayors walk. (2) Outside Left Bank. (3) Outside Castle Cabinets. All are a mains water supply and will be accessible for stallholders.

HAND WASHING All stallholders must provide the HSE recommended hand wash facilities at their stall.

By signing this application, you are agreeing to adhere to the terms and conditions of the application.

APPLICANTS SIGNATURE:

ON BEHALF OF (Business Name)

DATE OF APPLICATION: