



SAVOUR MARKET STALLHOLDERS APPLICATION FORM 2019

PLEASE NOTE:

CLOSING DATE FOR RECEIPT OF APPLICATIONS

30TH JUNE 2019.

YOUR APPLICATION IS NOT VALID WITHOUT 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.
- **HSE registration** as a **Stallholder**, not just a food business (in date at 1st November 2019)
- **All applications will be reviewed by the committee after the closing date. If your application is successful, an invoice will then issue for payment**

APPLICANTS DETAILS (Please ensure that you complete all sections)

BUSINESS NAME:

CONTACT PERSON:

BUSINESS ADDRESS:

CONTACT NUMBER:

EMAIL:

WEBSITE/FACEBOOK PAGE:

PREVIOUS FESTIVALS / EVENTS YOU HAVE TRADED AT IN THE PAST 3 YEARS:

DETAILED DESCRIPTION OF YOUR PROPOSED FOODSTALL FOR SAVOUR 2019

Provide as much information on your products as possible and attach stall & product images:



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STALL SIZE & COSTS

OPTIONS – Please select one. – (prices are for two days trading & includes 1 x 16 amp socket)

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

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

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

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 on receipt of our invoice using your stall name as the reference.

BANK DETAILS

Savour Kilkenny - Permanent TSB Kilkenny
BIC IPBSIE2D | IBAN IE36IPBS99063611563924

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.
Please list all electrical appliances to be used on your stall, including any lighting.

Do you require additional 16 amp sockets? **YES** or **NO**
If yes, how many?

IMPORTANT NOT e in NO electricity available to stallholders outside of the market opening hours. Do not leave perishable goods overnight at your stall.

Please note: there will be an additional cost of €60 for each additional socket. An inspection will take place before trading commences

COOKING

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

If YES, are you cooking with

Electricity or **Gas** or **Both**

GAS - ALL APPLICANTS MUST COMPLETE THIS SECTION

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

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

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

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



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TERMS & CONDITIONS

INSURANCE / HSE Stallholders must be fully insured for your business and your stall (€6.5m Public Liability, €13m Employers Liability, Product Liability) and licenced by HSE to operate as a food stall.

If you do not usually sell in markets the stall operation will need to be registered with HSE for a food stall: Contact: Ms Veronica Meaney, Environmental Health Department, St. Canice's Hospital, Kilkenny. Telephone: 056-7784016. Email: Veronica.Meaney@HSE.ie

MARKET TIMES: Saturday 26th October 10am to 8pm & Sunday 27th October 10am to 6pm.

STALL SET UP: FRIDAY EVENING 25TH OCTOBER 2019 – 3pm to 7pm.

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 POSITON 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.

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.

GREEN CHARTER

All stallholders must commit to the green charter by

1. Minimising waste, and reducing water and energy consumption, where possible.
2. Segregating food waste and placing it in the brown compost bins provided.
3. Bringing unused cardboard, plastic and packaging for recycling home;
4. Using compostable biodegradable consumables such as plates, containers, cups and ware, where possible.
5. Eliminating single portions of condiments, such as ketchup, sugar, salt, butter, jam, etc.
6. Eliminating single use plastics, such as plastic straws and plastic cups.
7. Sourcing and using seasonal produce where possible.
8. Using non-hazardous and eco-friendly cleaning products.
9. Communicating good environmental practices.
10. Buying local products and services and in season produce.
11. Supporting fair trade or other similar schemes.
12. Cleaning up stall and area around it, leaving no trace after the festival.

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:

APPLICATION CHECK LIST

ENCLOSED:

- COMPLETED APPLICATION FORM
- COPY OF INSURANCE POLICY
- COPY OF HSE REGISTRATION