

**2024 Exhibitor Application Form MARINA FRONT CAR PARK**

|  |  |
| --- | --- |
| **Name** |  |
| **Trading as** |  |
| **Address & Postcode** |  |
| **On site mobile** |  |
| **Email** |  |
| **Please provide a brief description of the exhibit/stall and what you will be selling.**  …………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………….. | |

**PLEASE READ ALL DETAILS, TERMS & CONDITIONS PRIOR TO COMPLETING THE APPLICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOVEMBER** | **Set up times** | Market Times - Open | Close | **Break Down** |
| Friday 15 | 12pm – 4pm | 5.00pm | 8.00pm |  |
| Saturday 16 |  | 10.00am | 8.00 pm |  |
| Sunday 17 |  | 10.00am | 4.00 pm | 4.00pm onwards |

Tick which type required

|  |  |  |  |
| --- | --- | --- | --- |
| Pitch Type | Size | Cost | Total |
| Gazebo | 3m x 3m | £250.00 |  |
| Beach Hut | 4ft x 6ft | £250.00 |  |
| Sheds | 10ft x 8ft | £300.00 |  |

**Tables are available - £10.00 each for the weekend. Please tick box if required**

**Please call for prices if you require a non-standard size of pitch - 01947 820227**

**How To Book Your Space**

Please send your completed form and documents by email to deputy.clerk@whitbytowncouncil.gov.uk or by post to: Whitby Town Council, Pannett Park, WHITBY North Yorkshire, YO21 1RE by 31 July 2024

**All charges must be paid in full at time of confirmation of an allocated space prior to the event - non-refundable if cancellation takes place 4 or less weeks prior to event.**

Cheques should be made payable to ‘Whitby Town Council’, or BACS payment to:  
Account No:- 30952001 Sort Code:-207592 Reference:- your company name  
(There is a surcharge of £1.50 for any cheque payment due to charges imposed by our bank)

**DOCUMENT CHECKLIST ✓**

|  |  |
| --- | --- |
| **Public liability £5 million (valid for the event dates)** |  |
| **Employers Liability cover (If staff are employed for the event)** |  |
| **Risk Assessments to cover your contents, flags and bunting, signage boards, generator/safety guard/extinguisher, heating/electrical equipment etc** |  |
|  |
| **Food Hygiene rating certificate (where applicable)** |  |
| **Safety Certificates for any equipment (if applicable**) |  |
| **TENS notification (if applicable)** |  |

I have read and will abide by the further information and the full terms and conditions attached to this form (overleaf).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These data are securely stored by Whitby Town Council and available only to serving officers.