

Petticoat Lane Street Market Pitch Application Form

Sunday, 18th August 2024

For details of Carnival please visit our website: www.malmesburycarnival.co.uk

Charitable organisations	@ £20 per ≈3m x 3m pitch	No. of pitches_____
Craft Pitch	@ £30 per ≈3m x 3m pitch	No. of pitches_____
Commercial Trader	@ £40 per ≈3m x 3m pitch	No of pitches_____

(If you are required to register with your Local Authority as a Food Business (inc. Mobile Caterers), please request our Registered Food Business form. Email us at petticoat.lane@malmesburycarnival.co.uk)

Type of merchandise _____

Your Name: _____

Company or Charity _____

Address _____

_____ Post Code: _____

Telephone: _____ Email: _____

Insurance. Please note that Carnival Insurance does not cover Stall Holder liability; we require that you have your own Public and Product Liability Insurance. Please provide:

Public and Product Liability insurer and policy number _____

Expiry Date _____

Please bring your valid Certificate of Public and Product Liability Insurance on the day.

We would prefer payment by BACS. As only the name of the account holder will appear on our bank statement, please help us to identify your BACS payment by including e.g. the name of Company or Charity as the payment reference, followed by (PL). **Spaces will be reserved ONLY on receipt of both completed form and payment.**

I have made a BACS payment (preferred) or attach a cheque for £_____ (Refundable only in the event of a decision by Malmesbury Carnival to cancel the Event for any reason)

BACs: Lloyds Bank, Sort Code 30-91-99, A/C No. 02439896, A/C Name Malmesbury Carnival Committee. Please reference with your company name, followed by (PL)

Cheques: should be made payable to: Malmesbury Carnival Committee.

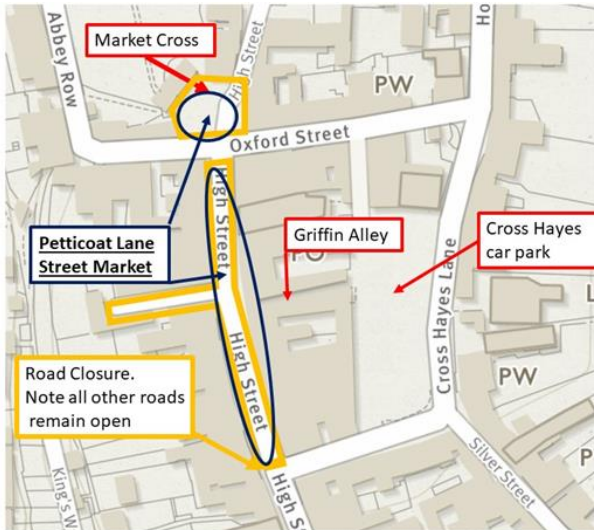
- In signing below, you have read and accepted the requirements of Insurance, Health and Safety, and Sustainability contained in this form.

Signed: Date:

Please return this form by emailing it to: petticoat.lane@malmesburycarnival.co.uk or posting to Linzi Renshaw, 19, Willow View Close, Malmesbury, SN16 0BZ by Sunday 4th August 2024.

HEALTH AND SAFETY

Carnival Committee is committed to the safe delivery of Petticoat Lane for the hundreds of members of the public who attend, for all Stall Holders Entrants, and for everyone else impacted by the Event.



Petticoat Lane map and street scene

- **Attendance.** In 2022 and 2023. we estimated that some 1,500 to 2,000 people attend Petticoat Lane
- **Stewards.** Carnival Committee will Steward the Event. Stewards can be identified by hi-viz jackets and Carnival Crew T shirts. Our aim is to deliver a safe and enjoyable Event for everyone so please continue to respect the Stewards!!
- **Timings.**
 - **8am.** Road closure of Upper High Street and Market Cross
 - **8am to 9.45am:** Stewards will permit vehicles involved in the setup of Petticoat Lane through the road closure. Upper High Street gets extremely busy during this period – please be careful and limit vehicles to walking speed, and be patient during these periods.
 - **9.45am to 3.15pm. NO** vehicle movements within the road closure area permitted – except for Emergency Services access
 - **10am to 3pm.** Petticoat Lane trading period
 - **3.15 to 4pm.** Stewards will permit vehicles involved in the take down of Petticoat Lane through the road closure. Upper High Street gets extremely busy during this period – please be careful and limit to walking speed while driving, and be patient during these periods.
 - **4pm.** Upper High Street Road closure ends
- **Car Parking.** Council run car parks are available at nearby Cross Hayes (SN16 9BZ), and Station Yard (SN16 9JT). Blue Badge parking is available in both car parks.

- **Petticoat Lane Stalls**
 - **Pitch size.** Please respect the ≈3m x 3m pitch size. ***We must maintain access along the Upper High Street for Emergency Service vehicles.***
 - **Weather** on the day it may be hot (we hope so.....!!), or windy or wet (we hope not.....!!). Please make sure your stall and goods would continue to be safe in those conditions!!
 - **Electricity.** Mains cables may only be run from adjacent commercial or domestic premises to Petticoat Lane stalls if health and safety controls are in place ***and have been previously agreed with the Carnival Committee.*** Electrical appliances and operation must conform to applicable Electrical standards and approved codes of practice (inc. e.g. PAT testing).
 - **Electricity Generators.** Only diesel generators may be used. Please ensure generators are fuelled prior to the Event, and any fuel is stored in approved containers. You must also provide a suitable fire extinguisher and know how to use it.
 - **Gas.** Gas appliances and operation must conform with applicable standards and approved codes of practice. Gas cylinders must be appropriately stored including secure fastening so cylinders will not fall.
 - **Access.** Some High Street shops will be trading during Petticoat Lane so clear access to shop frontages must be maintained.
 - **Fire risk.** Marquees and gazebos must be of fire-retardant material. We cannot permit the sale of fireworks, flares etc., or the display of lit candles, tea lights etc.
- **First Aid.** First Aid facilities will be available. A defibrillator is available at the Town Hall.
- **Toilets.** Public toilet facilities are available on the corner of Oxford St and Cross Hayes. Toilets in the Town Hall are accessible if the Jackdaw café is open, Sunday opening is 8.30am to 5.30pm. Access to toilet facilities in nearby commercial premises is wholly at the owner's discretion.
- **Waste.** Please remove your own waste, and see Sustainability, below.

SUSTAINABILITY

We'd love to maximise the sustainability of Carnival, so wherever possible, please follow the three R's:

- **Reduce.** Minimise waste. For example: avoid disposable cups/cutlery/containers altogether.
- **Re-use.** For example: use re-fillable containers.
- **Re-cycle.** For example: if necessary, use home compostable cups/cutlery/containers made from paper or wood and ensure other waste is recycled.

Maybe even encourage your supporters to walk or cycle to Petticoat Lane!!

We look forward to welcoming you on the day!!