

Petticoat Lane Street Market Pitch Application Form

Sunday, 21st August 2022

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

Craft Pitch @ £25 per 3m² pitch No. of pitches _____

Charitable organisations @ £20 per 3m² pitch No. of pitches _____

Commercial Trader @ £30 per 3m² 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, so you should consider you own insurance.. Please provide:

Public Liability insurer and policy number _____

Expiry Date _____

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 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, Ac No. 02439896. Please reference with your company name, followed by (PL)

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

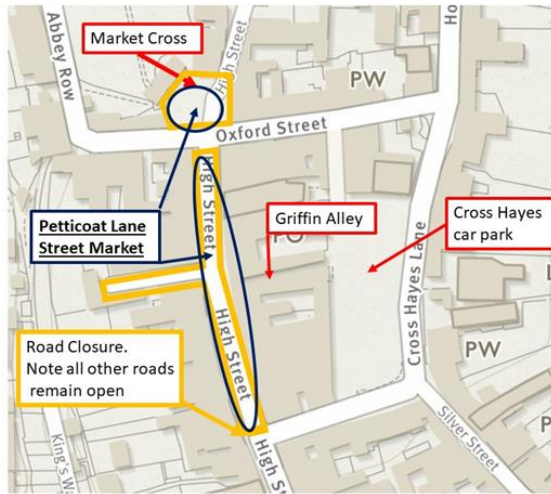
- In signing below, you have read and accepted the requirements of Insurance, Health and Safety, and Sustainability contained in this Form

Signed:..... Date:.....

Please return this form by emailing it to: petticoat.lane@malmesburycarnival.co.uk or posting to Will Taylor, 15 Burnivale, Malmesbury, SN16 0BL by Sunday 7th August 2022.

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 2021, we estimated that some 1,500 to 2,000 people attend Petticoat Lane
- **Covid.** Current guidance for this type of Event is use of a face covering, and not attending if you test positive or are unwell. Please advise Malmesbury Carnival if you identify Covid risks specific to your stall. Please be prepared to respond to local or national guidance at the time of 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 set up 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 permitted
 - **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 3m² 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 relevant legislation.
- **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 to relevant legislation. Gas cylinders must be appropriately stored.
- **Access.** Some High Street shops will be trading during Petticoat Lane so clear access must be maintained
- **Fire risk.** 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 (note the Town Hall will be closed on the Sunday, so no access to their public toilets). Access to toilet facilities in nearby commercial premises is wholly at the owners 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 !!