



Trade Application Form

GROOVES ON THE GREEN 2024

Location: Ashley Cross Green, Lower Parkstone, Poole. BH14 8UF

Date & Time: Friday June 21st 4-9pm, Saturday June 22nd 11-9pm and Sunday 23rd 11-7pm

Established in 2000, Grooves on the Green is a community festival situated in the vibrant area of Ashley Cross. Grooves on the Green is a ticketed event, providing live music and family entertainment on 2 stages, a large choice of street food, a variety of bars offering alcoholic and soft drinks, art and craft stalls, clothing, jewellery, and attractions for the kids to enjoy. Grooves also has an enclosed Grooves Garden area, with bars, seating and toilet facilities. Extra seating is also provided by the food and drinks area. Grooves on the Green supports a local charity, and in recent years has raised over 45k for Diverse Abilities. Grooves on the Green attracts between 3,500 to 5,000 a day.

A full outline of the event can be found on the website. www.groovesonthegreen.com

How to book a pitch

- Complete the Application Form
- Include ALL relevant UP TO DATE paperwork. Your application will not be considered until ALL paperwork is received. If ALL paperwork requested or payment is not made the pitch may be offered to another trader.
- Ensure you have read and understood the Terms and Conditions
- Post or email the above to info@groovesonthegreen.com or The Bricklayers, 41-43 Parr Street, Poole BH14 0JX
- On receiving your application, we will notify you if we are able to accommodate you.
- Pitches are allocated on a first come first served basis. Further information and details such as arriving / leaving site times will be provided on a successful application.

- Site fee is dependent on the size of your stall, and the product/s on offer. Confirmation of stall fee will be agreed with the Event Organiser in advance of payment.
- If you would like to apply for more than one stall, please complete an application form for each stall.
- Alcohol, hot and cold drinks are only to be sold with the permission of the event organiser. An extra fee will be payable for this.
- No glass allowed onsite.
- No tables, marquees or gazebos are provided.
- There is limited power onsite. If you require power, there is an extra fee.
- Please bring your own water.
- Vehicles are NOT allowed onsite unless they are needed to power your stall. This must be agreed with the Event Organiser, prior to the event. There is parking on nearby roads, and a car park in Ashley Cross.

**ALL STALLS ARE REQUIRED TO BE SET UP ON:
FRIDAY PRIOR TO 3PM OR SATURDAY BY 10AM**

**ALL STALLS MUST RESERVE A PITCH FOR BOTH SATURDAY & SUNDAY
FRIDAY IS OPTIONAL**

Grooves on the Green

Cost of Pitch – SATURDAY AND SUNDAY

Type of Stand	Pitch Size	Cost 1 & 2 days	Extra Meterage Cost
Arts / Crafts / Jewellery	3 x 3	1 day £35 / 2 days £70	Please contact us
Clothing / Accessories	3 x 3	1 day £50 / 2 days £100	
Sweets / Cakes	3 x 3	£40 / £80	
Desserts	3 x 3	£75 / £150	
Marketing	3 x 3	£50 / £100	
Cold Food	3 x 3	£75 / £150	
Cold Food + Soft Drinks	3 x 3	£100 / £200	
Coffee	3 x 3	£75 / £150	
Coffee + Light Snacks + Soft Drinks	3 x 3	£100 / £200	
Ice Cream	3 x 3	£100 / £200	
Hot Food	3 x 3	£100 / £200	
Prevalent Hot Food	3 x 3	£150 / £300	
Alcoholic Bar	3 x 3	£300 / £600	

Cost of Pitch – FRIDAY

Type of Stand	Pitch Size	Cost for Friday from 4pm 50% OFF	Extra Meterage Cost
Arts / Crafts / Jewellery	3 x 3	Friday £18	Please contact us
Clothing / Accessories	3 x 3	£25	
Sweets / Cakes	3 x 3	£20	
Desserts	3 x 3	£38	
Marketing	3 x 3	£25	
Cold Food	3 x 3	£38	
Cold Food + Soft Drinks	3 x 3	£50	
Coffee	3 x 3	£38	
Coffee + Light Snacks + Soft Drinks	3 x 3	£50	
Ice Cream	3 x 3	£50	
Hot Food	3 x 3	£50	
Prevalent Hot Food	3 x 3	£75	
Alcoholic Bar	3 x 3	£150	

Grooves on the Green

Terms and Conditions of Trading

Please ensure you read and comply with the following Terms and Conditions. Any company or person found to be in breach of these conditions on site will be evicted without reimbursement of any monies paid for the concession.

- Paperwork and payment for stalls must be made before the date specified on the offer letter. Non-payment by that time will result in the site being reallocated.
- You may not sell goods from any area other than your designated pitch, sell goods other than those indicated on your application, or trade outside of the designated trading hours, as this will constitute illegal trading, and you will be closed down.
- Traders must set up at the time specified for each event and at no other times.
- You are paying for a space and no other facilities will be provided. Site space will be allocated. Depth of stalls will be determined by frontage booked. Any encroachment beyond the allotted space would have to be paid for and/or could be construed as breach of contract.
- Traders are not permitted to sell or trade in illegal substances or in any items that do not have prior approval. This includes fireworks, alcohol of any description, cigarettes, any items such as knives that can potentially be used as a weapon or any unauthorised videos / tapes or any other format recordings. Festival organisers may confiscate any goods of a sexist, racist or offensive nature.
- Any items that are made out of glass are not to be used for sale items for public use.
- Event wristbands will be supplied for up to 4 staff per stall.
- Traders will be allocated their site. Structures to be separated by at least 2 meters, particularly hot food concessions.
- All traders must display signs with their business name and address and price lists in a visible location at their stall. Any descriptions of goods made by traders must be accurate.
- Public Liability Insurance must be always on display in stalls. Traders must meet all employer's legal health & safety responsibilities to their staff and must ensure contractors delivering to/working on their stall are suitably insured.
- No alcohol can be brought onto the site for personal use or for the use of staff.
- All vehicles are brought on site at their owners' risk, and must be suitably insured, and will be required to be off site at least an hour before event start time. Only necessary vehicles may remain on site during the license period. Only authorised vehicle movements may take place during the license period. 5-mph speed limits are in force at all times. No motorcycles, quad bikes or buggies are permitted on site.
- Traders must comply with legislation relating to Health, Safety, Hygiene, Noise at Work, Working at Height, and smoke free legislation. Traders are not permitted to start trading until they have completed a health and safety checklist.
- Traders are responsible for keeping both the 10-metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders leaving any rubbish, refrigerators, furniture, equipment, or structures will be charged for the cost of clearing their site and disposing of the rubbish – and may not be invited back to trade at future events.
- Wastewater must be put in suitable containers and taken away and not poured on the ground.
- It is essential that all traders have appropriate fire extinguishers for their stalls. Food traders require 5kg Dry Powder extinguishers and fire blankets.
- All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed. Maximum of 2 LGP gas bottles per stall onsite at any time.
- Traders are not allowed to bring straw on site. Under no circumstances can traders have straw inside their stalls, irrespective of weather.
- Any electrical items brought onto site must have correct electrical inspection certificates for portable appliances. Generators should be suitable fenced or barriered to prevent public access.
- Food traders must use compostable, biodegradable disposables including wooden cutlery.
- Traders are required to cooperate fully with officials – including Site Management, Security, First Aid, Emergency Services, Police, and all official organisations of the site – such as the Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers, and Inland Revenue staff.

- The promoter will not accept responsibility for the level of trading at an event. No rebates will be given to traders as a result of adverse weather conditions, changes in performance programmes, re-siting of acts to different venues, nor as a result of any changes in the layout of trading areas.
- If a trader is closed down and/or evicted from site for contravening an event license, any of these Terms & Conditions or prescribed health and safety or environment health standards, they shall not be entitled to any rebate.
- All marquees, tents or other self-build structures should be of sound construction including all supporting poles, frames, guy ropes, stakes anchors and fastenings etc. and all guy ropes and fixing stays shall be conspicuously marked to ensure they do not present a trip hazard.

Grooves on the Green

Trade Application Form

Name of Stall / Business	
Contact Name	
Contact Number	
Company Address	
Post Code	
Company Website	
Email Address	
Type of Stand	
Produce / Goods being sold <i>(Menu must be provided for food / drinks stall)</i>	

Food / Drink Stalls

Local authority which you are registered? Date of last inspection? <i>Food & Hygiene rating must be included with application</i>	Authority: Inspection Date:
Date of gas and or / electrical inspection? <i>Copy of certificate must be provided with application</i>	Date of gas inspection: Expiry: Date of electric inspection: Expiry:
Generators – <i>Electrical Safety Certificate must be provided with application</i>	Yes / No / Not Applicable
Fire Provisions – In Date Extinguisher / Blanket?	Fire Blanket Y / N / Not Required Fire Extinguisher Y / N / Not Required
For sale of alcohol. You are required to have a Personal License, and staff training documentation including 'Challenge 25'. <i>Copy of Personal License must be provided with application.</i>	Yes / No / Not Required
Appropriate hand washing facilities are in place throughout the event?	Yes / No / Not Required
Up to date paperwork including Food Safety Management System eg Safer Food Better Business and Temperature Control Monitoring Record Sheets are available on the day for inspection for the Environmental Health Department?	Yes / No / Not Required

Measurements of your Stall

Put in your measurements for your stall, including set up in front and behind the stall. **Please also attach any available photos.**

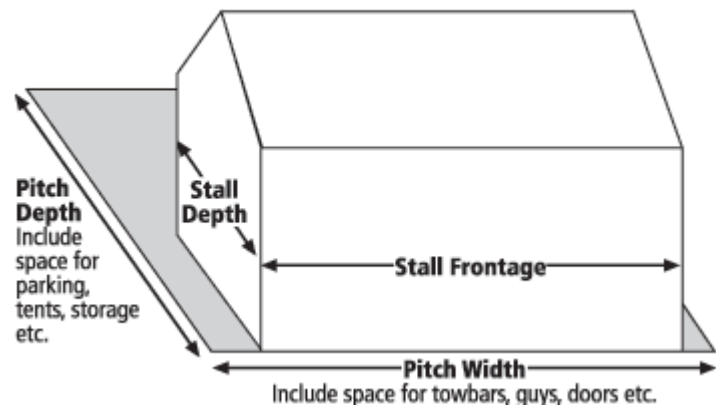
Pitch Width
metres

Pitch Depth
metres

Stall Frontage
metres

Stall Depth
metres

• These measurements must be accurate as they determine where you are placed



Please complete the following sections by ticking where applicable to show you conform to the festival requirements: I enclose:

All Stalls Must Include:

- Application Form
- Risk Assessment included – signed and dated
- Public liability insurance certificate included for a minimum of £5m
- Image of trading stall
- Image of drink/food/products

Food Stalls:

Must also complete the following / include:

- Menu included
- Food hygiene rating certificate included
- Gas & electrical safety certificates (if applicable) included
- Up to date electrical safety certificates for generators included, and generators are fenced or barriered to prevent public access
- In-date fire extinguisher / blanket on stall?
- Hand washing facilities in place?
- Gazebo is made of flame-retardant fabric to BS 5852 standard?
- Maximum of 2 LGP gas bottles per stall onsite at any time?
- Up to date paperwork for inspection by EHO?

Inflatables

- £10 million public liability
- PIPA Certificate / PIPA Certified number for each inflatable
- Electrical safety certificates included
- Dated and signed risk assessment for each inflatable

Fairground Rides

- £10 million public liability
- ADIPS Certificate for each ride
- Electrical safety certificates included
- Dated and signed risk assessment for each inflatable

I confirm that:

- I agree to the site terms and conditions
- I will be trading within the space booked
- I require to park my vehicle onsite to power my stall
- I agree to being responsible for my own litter throughout the event, and will leave my site clear

Name	
Signed	
Date	

Grooves on the Green Risk Assessment Form

This form must be completed, or your own risk assessment must be enclosed.

Please consider what risk there may be to those on-site prior, during and after the event.

Slipping/tripping (e.g., cables), heavy lifting, moving parts of machinery, vehicular fumes/fuel spillages, electricity, gas cylinders, hot water, boilers/ovens/hobs, sharp knives, display boards/racks/cabinets, sharp edges, table coverings, hot foods, fire risks (e.g., rubbish, flammable substances), chemicals.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

Responsible Person to sign:

Responsible Person name (print):

Responsible Person mobile telephone number:

This is only a guideline document, use extra sheets if required.