

SWANAGE CARNIVAL



Trade Stand Booking Applications 2025

Dear Trader

Thank you for considering attending the Swanage Carnival 2025.

This letter and the accompanying Terms and Conditions contain important information. Please review the details carefully to ensure that you are able to comply with the requirements before submitting your application.

If you would like to apply for a stall space during carnival week please complete and submit the form as early as possible, including copies of your insurance policy, risk assessments and health and hygiene certificate where appropriate.

Before submitting your application please be aware of the following Booking Restrictions:

- We offer a restricted number of catering stall spaces from the Swanage and Purbeck area.
- The sale of alcohol is not permitted by any trader.
- There is a restriction on the number of fairground type stalls and rides to comply with Swanage Town Council stipulations.
- Bookings on the first weekend must be for both the Saturday and Sunday.
- Priority is given to stalls booking for all 8 days.
- Priority is given to local traders (Dorset).
- Access to and from the field is not permitted for traders between the hours of 10am – 5.30pm and 6.30pm - 11.30pm. If you will need to move your vehicle during these times you must park offsite.

Applications will be considered on an individual basis. We will aim to respond to all early enquiries by the end of February 2025. If your application is accepted, you will be invoiced requesting a 50% deposit to secure your booking. If payment is not received within 28 days, we reserve the right to allocate your space to someone else.

Booking documents or enquiries can be sent by email to trade@swanagecarnival.com or by post to:

Swanage Carnival Trade Application, Unit 8, Jaden Business Park, Prospect Way,
Swanage, BH19 1EJ

Yours faithfully

Swanage Carnival

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Swanage Carnival Trade Stand Booking Conditions

1. All stalls must be in place before 9.00am on any day.
2. Trader vehicles movement on the Showground is only permitted between the hours of 11.30pm and 10am and 5.30pm and 6.30pm. All vehicles must be marshalled on and off the Showground whilst events are running, and vehicles must display hazard lights whilst driving on the field.
3. Onsite parking is only available for selected spaces that are allocated by Swanage carnival. In these spaces a trader can have one vehicle per stall and full vehicle details must be provided in advance. Unauthorised vehicles will be asked to leave the Showground and arrange offsite parking (this does not include Carnival permitted parking) other than whilst setting up and dismantling the stall.
4. Camping is not permitted on the Showground by request of Swanage Town Council. If you must stay with your stall for security reasons, please specify reasons in your application form along with full details of any tents or vehicles to be used.
5. The position of the stalls will be decided by Swanage Carnival.
6. If a trader cancels or is unable to attend, Swanage Carnival reserves the right to re-let the space. No trader has the right to sub-let or permit anyone to use any part of their space.
7. Swanage Carnival reserves the right to refuse any application without giving a reason. The fee paid is only for the stall space. Other fees are payable for extra services on Showground that are detailed on the booking form.
8. Frontage must include an allowance for outside tent guy ropes (if used) and for the drawbars of display caravans. When booking for display caravans, please allow sufficient space to manoeuvre into position without interfering with adjacent spaces.
9. No generators provided by traders are permitted without prior consent from Swanage Carnival.
10. All stalls will be regularly inspected for compliance with our Terms and Conditions and Health and Safety requirements. We reserve the right to refuse any trader permission to continue trading at any time during our event.
11. We are not responsible for any theft/damage to stalls whilst on the Showground. All traders must hold their own relevant insurance and take reasonable precautions to protect their stall and its contents.
12. Relevant HSE requirements must be met, and traders must hold valid: Insurance; Public Health Certificates (such as Health & Hygiene/equipment certifications) and Risk Assessments. You will comply with the requirements of the Regulatory Reform (Fire Security) order (RRFSO) and submit a Fire Risk assessment .

Copies must be provided with your application. If any certificate expires before the event, an updated version must be provided prior to the event.
13. Traders are responsible for clearing all their litter, to include all packaging. Litter must be put in the designated skips supplied and not in the bins provided for the public. Failure to comply with this requirement will lead to issuance of a fine of £100 and future bookings may not be permitted.
14. Food stalls must make their own provision for disposal of unused foodstuffs and must not use the skips for food waste. Failure to comply with this requirement will lead to issuance of a fine of £100 and future bookings may not be permitted.
15. In support of Swanage Town Council we are promoting environmentally friendly packaging and cutlery. No single use plastic is permitted as a sale item, including plastic drink bottles.

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Swanage Town Council User Agreement

This document sets out the terms and conditions for the use of Town Council owned land, property and equipment. The person agreeing to these terms and conditions shall be the responsible officer/representative for the applicant.

1. All booking requests for the use of Council owned land shall be made in writing and confirmed by the Council in writing before the event is advertised.
2. The Council accepts no liability for loss, damage or injury to any person or property however caused as a result of your activities and shall not be liable for any indirect or consequential loss whatever or however caused. You will keep the Council fully indemnified against all costs, claims, expenses, demands, charges or liability of any description arising as a result of your activities, and those of any contractors/sub-contractors associated with the event.
3. You, as event organiser, accept responsibility for obtaining public liability insurance with the value of £2 million or such sum that the Council may determine, and will produce a copy of your insurance to the Council with relevant paper work prior to the event.
4. You will be required to comply with the Health and Safety at Work Act 1974 and regulations made thereunder, and all other relevant statutory provisions including any health and hygiene regulations. Your attention is drawn to the requirement of the Management of Health and Safety at Work Regulations 1992 and specifically the requirement for risk assessment, which must be submitted prior to the event and be produced to the Council on request.
5. You will be responsible for ensuring compliance with all legislation and the like covering the siting, operation and management of the event and for the payment of any fees so required.
6. You are responsible for event equipment brought and left on site; and will ensure that any such equipment is properly secured against misuse. The Council accepts no responsibility for any loss or damage to such equipment. In addition, you will make sure that the insurance cover provided covers all risks for the duration that such equipment is on Council Land. All associated equipment is to be removed from the site on the completion of the event. The use of any equipment loaned by the Council shall be entirely at your own risk, as event organiser, and you will be responsible for its safe use, collection and return at the end of the event.
7. You must not allow any access to be obstructed.
8. The parking of any motor vehicles shall be limited in number and agreed in advance of the event. All permitted vehicles must have oil drip trays unless otherwise agreed with the Council.
9. Activities will only be permitted within the boundaries of the event site.
10. You or your nominated representative must be available on site to deal with issues, incidents or matters arising during the event set up, the operation of the event and break down of all equipment or similar, and provide the Council with a name and contact number for such person in writing at least 14 days before the commencement of the event.
11. You will be responsible for crowd management and safety; and will provide an appropriate number of event marshals / stewards / security (if applicable) / crowd barriers and qualified first aid personnel as agreed with the Council, police, ambulance service and first aid provider in advance in writing, and in accordance with the event risk assessment and national guidance. This will include compliance with the Private Security Industry Act 2001.
12. You will comply with the requirements of the Regulatory Reform (Fire Security) order (RRFSO).
13. Where the sale of alcoholic beverages is intended, prior permission of Council must be obtained before applying for a licence or Temporary Event Notice. It is your responsibility to apply for the appropriate licence and a copy must be presented to the Council.

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14. You will be responsible for any Performing Rights, Copyright, Licensing and other fees payable to third parties.
15. The event should not hinder, interrupt or inconvenience any member of the public, neighbour or user of adjacent or neighbouring property or land. You are to ensure that no event equipment or otherwise creates or constitutes a noise nuisance.
16. No performing animals of any kind are permitted at any event on Council land .
17. You will be responsible for any damage, whether accidental or otherwise. In the event of any claim made by the Council to you, as event organiser, it will be deemed that you have inspected the site and any equipment and satisfied yourself of their condition prior to use.
18. The site is to be left in a clear and tidy condition by the date agreed in advance with the Council. Any litter arising from activities shall be removed at the conclusion of the event. You are responsible for making arrangements for the collection and disposal of this refuse. A charge may be levied by the Council for site clearance, if this condition is not met.
19. No overnight camping or sleeping on site will be permitted except on grounds of security.
20. You will not allow any stalls, catering units, or other means of retail to be operated without prior permission from Council. No land, property or equipment shall be sub-let by the applicant without prior written permission from the Council.
21. Any trade / promotional / sponsorship units or banners are to be agreed with the Council.
22. You are not permitted to sell or hire any goods on the beach, esplanade or Council land unless agreement has been given to you, as event organiser, in writing by the Council.
23. You will at all times prior or during the event comply with any verbal or written instructions or requirements issued by a duly authorised officer of the Council. The Council reserves the right for any police officer or officer of the Council or any statutory authority to gain access to the event site at any time during the event.
24. The Council reserves the right to charge you for any reinstatement works required to the area due to excessive use.
25. A valid Street Collection Licence issued by Purbeck District Council must support any charity collections.
26. Any breach of the above terms and conditions, or those imposed under the associated premises licence, by you, your organisation, or any participant in the event, may result in the suspension of the event until such time that the matter is satisfactorily addressed, and / or its cancellation.
27. The Council reserves the right to cancel or postpone any hire period at any time, or to alter the allocated event site in the event of unforeseen circumstances.
28. Events that fail to provide sufficient documentation, as stated within the application form to the Town Council, within 10 working days of the event start date may receive an administrative charge of £50.
29. Events that fail to provide sufficient documentation, as stated within the application form to the Town Council, within 5 working days of the event start date may have their event cancelled by the Town Council.
30. The first year for all new events will be seen as a trial and reviewed at the end of the year by the Town Council

Swanage Information Centre, The White House, Shore Road, Swanage BH19 1LB

welcome@swanage.gov.uk

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