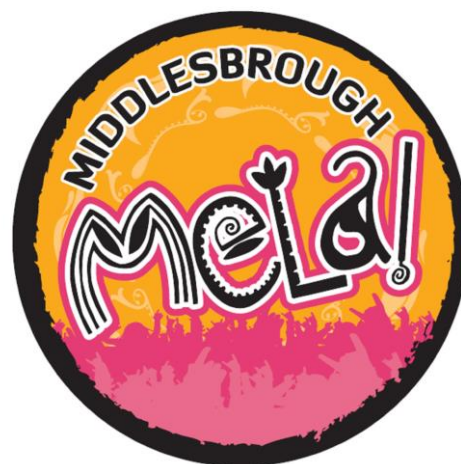


Middlesbrough Mela 2017 Stalls Booking Form

Please complete ALL relevant details clearly and correctly in order for us to process and confirm your application.

Please return your application to us before the closing date.



CLOSING DATE: Friday 16th June 2017

Applications received after this date will not be accepted.

Title Mr/Miss/Mrs/Ms/: _____ **Name:** _____

Business / Company Name: _____

Address: _____

_____ **Postcode:** _____

Tel: _____ **Mobile:** _____

Email: _____

Vehicle Details

You may park one vehicle on site, we cannot guarantee this will be next to your stall. Other vehicles will be allowed on site for loading and unloading at the start and end of the day, but must be parked elsewhere during the event. There is strictly no vehicle movement between 11.30am and 7.30pm on either day.

Vehicle Registration Number: _____

Vehicle description: _____

Middlesbrough Mela requires photocopies of all relevant certificates such as Public Liability Insurance, Food Safety and Hygiene Certificates and any Stall Insurance documents. Please send these along with your application forms.

No Stall or pitch can be reserved in advance. Pitches are allocated on arrival by members of the Mela team only.

Pitch Requirements: Mela-Supplied Stalls

Mela-Supplied stalls: 2.4m frontage x 1.2m depth	Stall Prices		Days Attending		No. Of Stalls <i>How many stalls do you require</i>	TOTAL COST <i>Stall Price x No. Of Stalls Required</i>
	Sat & Sun	Sunday Only	Sat & Sun	Sunday Only		
Stall Type						
Catering (<i>using the stall provided</i>)	£495	£340				
Crafts/Jewellery	£180	£130				
Fashion/ Fabric/ Music	£270	£190				
Information	£145	£110				
Sweets/ Toys	£195	£140				
Display / Promotional Activity	£730	£435				
Beauty/Face painting	£165	£125				
TOTAL COST						

Pitch Requirements: Your Own Stall

Stall Frontage: _____ Meters

Stall Depth: _____ Meters

Maximum depth of 1.5m allowed.

Using Your Own Stall	Cost per metre frontage		Days attending		TOTAL COST <i>Stall Price x stall frontage Required</i>
	Sat & Sun	Sunday Only	Sat & Sun	Sunday Only	
Stall Type					
Catering (<i>on the Bazaar</i>)	£165	£100			
Crafts/Jewellery	£85	£60			
Kulfi Ices (<i>Per Trailer</i>)	£170	£140			
Fashion/ Fabric/ Music	£110	£80			
Information	£80	£50			
Beauty/Face painting	£60	£45			
Sweets/ Toys	£82	£60			
Display / Promotional Activity	£250	£150			
TOTAL COST					

Pitch Requirement for catering vendors

Stage site Catering Pitches are limited to 6m of frontage (20ft) and cost £1050 for Saturday and Sunday, and £900 for Sunday only. If you are applying for a catering space on the main field, please tick the appropriate box below.

Saturday and Sunday (£1100)

Sunday only (£950)

Any trader found to be using more space then allocated will be charged according to the price guidelines set out above.

Catering vendors will be charged **£100 for every additional meter of space they take over their allocated 6m.**

Generators

Will you be bringing a Generator? Yes No

PLEASE NOTE: Generators **MUST NOT** be run by petrol. Only Diesel or LPG Generators will be allowed on to site. Please see stall guidance for more information

Application Checklist

Before sending your application, please check that you have:

- Completed the appropriate pitch requirements section
- Included a copy of your Public Liability Insurance letter
- Included a copy of your Food Health and Hygiene certificates
- Included a copy of all other relevant insurances
- Signed the declaration below

If you require any guidance with regards to what documentation to send please get in touch. You can contact our team by email or by phone on 01642-729137 between the hours 9:00 and 17:00 Monday to Friday.

Please return to:

melastalls@middlesbrough.gov.uk

Or

Middlesbrough Mela

Cultural Services

PO Box 504

Town Hall

Middlesbrough

TS1 9FY

Payment and Cancellation Terms.

Please be aware that submitting this application will result in a £50 non-refundable administration charge being invoiced to you or the company you represent.

This fee will be subtracted from the overall stall fee you are liable for when the final invoice for the stall booking is prepared.

On receipt of the application you will be sent an invoice along with payment details – this will only happen when we have agreed the application is correct and all documentation provided is valid and up to date.

Any stall holder wishing to cancel a stall booking less than 10 days before the event will be liable to pay 50% of the total stall fee which includes the £50 admin fee.

Any stall holder wishing to cancel a stall booking less than 5 days before the event will be liable to pay 75% of the total stall fee which includes the £50 admin fee.

Your stall will not be confirmed until your stall fee has been paid.

Cash will not be collected on the day of the event

Declaration

Have you read the Guidance Booklet? Yes No

Print Name _____ Sign Name _____

Date ____ / ____ / ____

I have read and fully understand the contents of the Booking form and Guidance Booklet and agree to observe the Terms and Conditions set out by the Middlesbrough Mela Management Committee in the Guidance Booklet.