



SPROWSTON TOWN COUNCIL

SUMMER FETE 2026

STALLHOLDER APPLICATION FORM

A Town Fete will be held on **Saturday 11th July 2026 at Sprowston Recreation Ground, NR7 8EW, 1.00pm - 5.00pm.**

If you would like to be a stallholder, please complete this application form and return it with:

1. Signed terms and conditions, 2. Copy of Public Liability Insurance (if applicable. See T&C #1), **3. Copy of CIEH Foundation Food Hygiene Certificate** (food vendors only).

Please return to townclerk@sprowston-tc.gov.uk or Sprowston Town Council Office, Recreation Ground Road, Sprowston, Norwich, NR7 8EW.

Payment can be by cheque made out to "Sprowston Town Council" and sent to the above address, or by telephoning the Council office on 01603 408063 to pay by card, or by BACS to "Sprowston Town Council General Account" Sort Code 20-62-53, Account Number 40540889 and **quoting your organisation's name** as the payment reference.

Pitch availability is limited and not guaranteed until confirmed by the Council.

Organisation and Correspondence Address:		
Charity Registration No. (if any):		
Organisation Contact Name:		
Contact Telephone Number:		
Email:		
Contact name and mobile number <u>on fete day</u> (if different)		
Are you a catering vendor?	NO [] YES []	
Stall details (activities, services, what's on offer) Other important info/requests		
Will you be bringing a generator	NO [] YES [] All generators must be silenced . Pls see terms & conditions point #7.	
Do you have a vehicle as part of your stall? (e.g.: food vending truck, horse box, etc)	NO [] YES [] If YES, give details and size:.....	
Pitch sizes: Standard Stall Pitch: 4m x 4m. Catering Pitch: 6m x 6m. If other size pitch required, please specify (by agreement only. Extra fee may apply):		

ORGANISATION TYPE	NON-RETURNABLE BOOKING FEE (per pitch)	TICK
Caterer	£20.00	[]
Charity/Community Group (Non-Profit Making)	Free	[]
Other Business/Sole Trader/Everyone else	£15.00	[]

Terms and Conditions for Sprowston Town Summer Fete 2026

Stallholders should **access the fete via Edwards Road** (not Recreation Ground Rd)

Please read these terms and conditions carefully, sign below and return one copy. By participating in the Summer Fete you are agreeing to be bound by these Ts & Cs

- #1. Food vendors, registered businesses, registered charities and other registered organisations are required to provide a copy of Public Liability insurance. Unregistered informal groups or private individuals are not required to provide their own Public Liability insurance. However, the Town Council recommends that all stall holders consider taking out suitable insurance as they may be personally liable in the event of a claim.
- #2. Stall holders participate in the Sprowston Town Fete at their own risk and are required to indemnify the Council, its staff and agents and hold harmless against any claim for damages, costs, claims, expenses and liabilities (including without limitations consequential loss and loss of profits) in respect of any loss, damage, injury howsoever suffered by the Stallholder at the Sprowston Town Fete.
- #3. Fete hours are from **1.00pm - 5.00pm on Saturday 11th July 2026**. Stallholders will be able to setup from 10.30am. If you have particular needs for earlier access, please contact us to make specific arrangements.
- #4. Pitch sizes must be given on the application form. Any special requirements must be notified at time of booking or we can't guarantee to accommodate them on the day.
- #5. Pitch **fees will not be refunded** should inclement weather or factors beyond the control of Sprowston Town Council affect the event or necessitate cancellation.
- #6. No refunds will be given if you cancel your booking prior to the fete.
- #7. **No electrical power is available on the field.** Stallholders may bring their own **silenced** generator. It must be secured and kept within a safety barrier. **Generators must be declared on the application form.**
- #8. Sale of dangerous or offensive items is not permitted, including cap guns, toys with firing ability, lasers, bladed items, legal highs etc. Town Clerk's decision is final.
- #9. Sprowston Town Fete reserves the right to refuse any applicant in order to maintain the spirit of a Town fete, or change stall locations without notice. Town Clerk's decision is final.
- #10. Food Vendors must have a CIEH Foundation Food Hygiene Certificate.
- #11. Stallholders are to provide all their own tables, chairs, gazebo, tent, etc. Stallholders are responsible for the erection and dismantling of their stalls.
- #12. Sprowston Town Fete reserves the right to dismiss anyone without compensation from the grounds if they are causing damage or interfering with any other stallholder or fail to comply with an instruction issued by the Town Clerk.
- #13. All refuse must be removed from the area before you leave and disposed of in an appropriate manner. Commercial bins will be available on site for your use.
- #14. Stallholders must be setup by 12.00 noon and off site by 6pm.
- #15. For reasons of safety, **vehicles are not permitted to drive anywhere on the field before 5.30pm.** **Anyone breaking this rule will be banned from future events.**

Signature:

Print Name:

Business/Organisation:

Date:

Please return to **Sprowston Town Council, Council Office, Recreation Ground Road, Sprowston, Norwich NR7 8EW**, or townclerk@sprowston-tc.gov.uk

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Date:

Please retain this copy for your information.