



Wellingborough Town Council

INTERNATIONAL WAENDEL WALK

Terms and Conditions for Stall Holders

This is an outdoor event on Friday 12th May – Sunday 14th May 2023
Stalls will be located at the Castle Theatre, Castle Way, Wellingborough.
The event runs from 18:00 – 20:00 on Friday, 07:00 – 18:00 on Saturday & Sunday

- If you are interested in attending the Waendel Walk 2023, please complete the attached booking form and return it to: waendelwalk@wellingboroughtowncouncil.gov.uk
- Trading hours are between 16:30 – 20:00 on Friday and 12noon and 18:00 on Saturday and Sunday and stall holders are able to set-up stalls from 9am.
- Stalls and gazebo/coverings are not provided for you; you are booking a pitch only.
- You must bring your own suitable covering/gazebo. All gazebos must be suitable for the prevailing weather conditions and appropriately secured. You must not tether your gazebo to street furniture or private property.
- Pitch sizes are 10ft square (3m x 3m) and your equipment/gazebo/covering must fit into this area.
- All rubbish generated by your stall must be removed by the stall holder.
- Stalls cannot be dismantled until 6pm each day for health and safety purposes, which also restricts vehicle movement until after 6pm.
- If you are attending for more than one day you are responsible for securing your stall and any items left overnight. Wellingborough Town Council will not accept any responsibility for any loss or damage.
- Subject to weather conditions, Wellingborough Town Council reserves the right to advise on the day if your covering/gazebo will have to come down for safety.
- Please note there will be no electrical power available. Please be advised that if you intend to bring a generator, it must be silent running to avoid any adverse impact on other stall holders and the event performers.
- All stall holders must have their own public liability insurance. A copy of this must be provided with the booking form. If you are providing any food or drink, the relevant licences and certificates must be provided with this booking form.
- Payment must be paid within 5 working days upon notification of approval of your application, your place will not be confirmed until pitch fees have been paid.

CHARGES			
All pitches are 10ft x 10ft (3m x 3m)			
Please indicate which day/s you would like to attend the event			
Charity stall		Commercial/Trade/Craft	
Friday only - Free		Friday only - £25	
Saturday only - Free		Saturday only - £50	
Sunday only - Free		Sunday only - £50	
All days - Free		All days @ £100	
Please enter your Registered Charity number This number must be included to receive charity rates			
Payment details			
Payment Via bank transfer only Please use the following information to send payment		Bank: Unity Trust Bank Account Name: Wellingborough Town Council Account Number: 20439143 Sort Code: 60-83-01 Reference: Waendel Walk	

CONTACT DETAILS	
Stall Name	
Contact Name	
Address	
Postcode	
Mobile Number	
Alternative contact number	
Email address	

STALL INFORMATION	
What will you be selling and/or providing? Please ensure you include all items as you may not be able to sell/provide them if not included	
Power Please note there is no fixed power available at the event	Please state here if you will bring your own power and the type of power it is. Any generators must be silent running.

DOCUMENTS

Please indicate the relevant supporting documents included in your application

Public Liability – required by all stall holders	
Gas & Electric Certificate	

Declaration:

I have read and understood the enclosed Terms & Conditions and agree to abide by them if my trading application is successful. However, submission of this application form to trade does not guarantee inclusion at the event. Should my application be successful, I understand I will be required to send the appropriate fees and deposits payable at that time. Applications will be returned if all sections are not completed fully.

Signed:

Print:

For official use

Application No.		Stall Ref	
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