

# CHRISTMAS IN THE PARKS

26TH – 28TH NOVEMBER

## THE CHRISTMAS MARKET 2021 PRIORY GARDENS, GORLESTON

We are delighted to accept applications for our 2021 'Christmas Market' as part of our exciting 'Christmas in the Parks' event.

Picture the scene... twinkly lights in the trees, the comforting smells of hot chocolate, cinnamon and gingerbread wafting through the air and a magical festive atmosphere...

## APPLICATION FORM

PLEASE COMPLETE AS MUCH OF THIS APPLICATION FORM AS YOU CAN FOR US TO ACCURATELY ASSESS YOUR APPLICATION.

PLEASE TYPE OR COMPLETE IN BLACK INK AND BLOCK CAPITALS.

### STALLHOLDER'S DETAILS:

Business Name:

Trading Name:

(If the trading name at the Christmas Market is different from your business name)

Contact Name:

Postal address:

Post Code:

Email address:

Daytime telephone:

Mobile telephone:

Website address:

Contact details to be used on our website:

Phone: Daytime                      Mobile                      Email: Yes                      No

### WHAT WILL YOU BE SELLING?

Product description: please describe what you would like to sell at the market. Please give as much information as possible as this information will be used in our selection process and will reduce the possibility of duplications (attach additional pages and pictures where applicable). If your application is successful we will add you to our list of traders on our website - [www.gychristmasmarket.co.uk](http://www.gychristmasmarket.co.uk). The product description below will be used to promote your attendance. Please email a suitable image to [tourism@great-yarmouth.gov.uk](mailto:tourism@great-yarmouth.gov.uk)

Do you produce what you sell?

If the goods you plan on selling are imported, which country (or countries) do they originate from?

Approximate price range of your products:

What sort of customer are your products aimed at?

If your application is unsuccessful do you wish to go on a waiting list? Yes                      No

Do you need electricity? Yes                      No

## Documents

Have you provided your public liability Insurance Certificate: Yes      No

Have you provided your food hygiene certificate: Yes      No      N/A

## Costs:

The cost for a **pitch** at Priory Gardens Christmas Market is £90 for up to 10ft x 10ft for the three days

There are a limited number of gazebos available to use of a first come first served basis

Power is available at no extra cost

**Additional pitch space of 10ft x 10ft - £90**

Thank you very much for your expression of interest and submitting your Christmas Market application  
If the application is successful, we will send you information on how to make your payment.

## DECLARATION AND UNDERTAKING

No application forms will be processed unless this form is signed.

I certify that to the best of my knowledge, the information supplied on the Application Form is true and accurate.

I have read the Great Yarmouth Christmas Market Terms and Conditions and General Information Document and agree, and undertake to comply, with all terms and conditions therein. In signing this application form I indemnify Great Yarmouth Borough Council and their staff against any claims, payments, costs or losses resulting from any failure on my part to comply with the said Terms and Conditions.

I give permission for my stallholder contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Great Yarmouth Christmas Market. It will not be used by any third party without prior consent.

I give permission for my stallholder contact details and product description, as indicated above, to be published on the Great Yarmouth Christmas Market website page.

I undertake to take out public liability insurance to the value of £5million.

I agree to pay the outstanding amount for the rental of my chalet/gazebo pitch and understand that the chalet/gazebo pitch may be reallocated if payment is not made by the due date.

Signature:

Date:

Completed forms and supporting documentation should be sent to:

Great Yarmouth Borough Council.

Events Department

Great Yarmouth Town Hall.

Hall Plain.

Great Yarmouth .

NR30 2QF

Email: [events@great-yarmouth.gov.uk](mailto:events@great-yarmouth.gov.uk)

**COVID-19 Cancellation Policy** - If the Christmas Market has to be cancelled due to Covid-19 then the council reserves the right to cancel bookings. A full refund will be processed as soon as practically possible after any announcement.

## TERMS AND CONDITIONS PAGE 1 OF 2

### STALLHOLDER APPLICATION INFORMATION

This document is designed to assist you in understanding how the Great Yarmouth Christmas Market will operate and provides guidelines to assist you with completing your application form. The Christmas Market for 2021 will be held in St George's Park and Great Yarmouth Market Place with some additional pitches throughout the Town Centre linking the two areas together. In Gorleston, the event will be held in Priory Gardens. This is to ensure that current COVID-19 safety guidelines can be adhered to. To that end the pitches in the marquee will face outwards and not be enclosed. There will be roof covering.

Each stall holder will be responsible for providing hand sanitiser. We would also advise the wearing of facemasks.

Great Yarmouth Borough Council will reserve the right to cancel the market at any time if Government guidelines are put in place around COVID-19 pandemic. A full refund will be given when practically possible if this situation arises..

### GAZEBOS

A limited number of gazebos measuring 10ft x 10ft are available and will be situated in Priory Gardens.

All electrical equipment you plan to use must have a PAT (Portable Appliance Test) certificate, unless you can demonstrate that it is brand new with receipts of purchase. You will not be permitted to use any un-tested equipment within your chalet. PAT testing of your appliances is available and can be arranged if required for a charge of £7 (+VAT) per item, payment must be made at time of testing.

Naked flames, candles etc. are not permitted as part of your display or anywhere within your chalet. All shelving, extra tables, lighting, and anything else required to display merchandise to best effect is the stallholder's responsibility.

No building out from or alterations to the existing external structure of the chalets is permitted.

### SECURITY

There will be security provided on site overnight

from 5pm to 8am. However, stock left in your chalet overnight and display items are left at the stall holder's own risk.

### STOCKING UP

All stallholders will be able to stock/re-stock between 7am and 9.30am each day and at the end of the trading day. All Vehicles must be off site by 9.30am. No secure storage space is available for stallholders.

### PARKING

There will be long stay parking facilities available in the GYBC section of Morrisons Supermarket on Bakers Street Gorleston.

### RUBBISH

It is each exhibitor's responsibility to ensure their site and their chalet and designated area is kept smart and tidy at all times and that all rubbish is removed and placed within the rubbish and recycling bins provided.

### MARKETING AND PUBLICITY

The Great Yarmouth Christmas Market will be promoted via the following channels:

Great Yarmouth Christmas Market & Great Yarmouth Market pages which feature on our Great Yarmouth Tourism Website which currently receives over 62,000-page views during October - December.

Successful stallholders will be given a free web listing on our Christmas Markets website page. The stallholder's listing with image will include a short description of what they are selling and the stallholder's contact details. Only website listings which are accompanied with a suitable image will be uploaded onto the website.

Mention on our social media platforms Facebook, Twitter and Instagram.

Other marketing materials as appropriate

### THE SELECTION PROCESS

In order to offer our Christmas Market visitors the

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best possible experience it is important to us to ensure that there is a wide range of product types across the whole market.

Application assessments will be made on their uniqueness, exclusivity and their quality. They may also be benchmarked against other applicants in the same category and along with those already trading on the Larger and 2 day market.

We will also take into consideration the range of products you wish to sell. Your product range must correlate to the retail mix you have selected. For example, if you sell jewellery plus accessories you must declare both items on your application form.

### SALE OF ALCOHOL

GYBC will obtain a TEN (Temporary Event Notice) which will cover the sale of alcohol during the Christmas Market.

### CATERING STALLS

All applications for catering stalls must include proof that they are registered with their local authority and provide your hygiene rating (if applicable) with your application form.

### INSURANCE

All applications must be accompanied by a copy of your Public Liability Insurance. All traders on Great Yarmouth Market must carry cover to a minimum value of £5,000,000

### SUPERVISION

Market Management will be on site during opening hours to handle any issues that may arise during the trading period.

### DATES AND OPENING HOURS

The Priory Gardens Market will be open on Friday 26th November to Sunday 28th November 2021.

Operating hours for the Priory Gardens Market will be 10am-4pm 26th - 28th November. All stall holders will be required to adhere to these hours of opening.

### CHARGES/PAYMENT

Once your application has been approved you will be asked to pay your fee, Notification of successful applications will be advised via email and full payment will be required as instructed. Payment for your chalet/gazebo pitch will be via our on-line payment facility.

### CANCELLATION POLICY

If you cancel your booking for any reason we will look to refund when practically possible. Cancellation after 14 days of full payment you will forfeit the total value of the rental.

### SUPPLY OF GOODS OR SERVICES PRIVACY NOTICE

Please follow this link to view the full privacy notice  
[www.great-yarmouth.gov.uk/privacy/supply-goods-services](http://www.great-yarmouth.gov.uk/privacy/supply-goods-services)

## TENDER FORM – CATERERS

I wish to tender for space at the 2021 Christmas Market. I understand that the tender fee quoted below is the total amount I wish to tender for attendance at the three day event. All tenders must be received by **Friday 19th November 2021.**

Catering Name	
Type of Food	
Contact Name	
Address	
Telephone	
Mobile	
Email	
Proposed Event Tender Fee	

Site Information	
<b>Power Requirements</b> Do you need to use our generator? Please include Amp/Watt etc of your power units. Please list types of equipment/ machinery to be used. Unlisted items will not be powered.	
<b>Size of space required</b> Please give details of catering provided, exact stand space required e.g. 3' x 3' and type of stand being brought e.g. gazebo, marquee.	
<b>Combustible Materials</b> Please provide details	
<b>Additional Info</b> Anything else we should know? Please list Food Safety certificates and endorsements, Environmental Health rating certificate from GYBC, insurance certificates including public liability, emissions check info and anything else you think we should know.  Please include copies of all certificates.	
<b>All staff must be trained on fire fighting equipment</b>	Please sign here to confirm.....
I have read and agree to the Festival Terms & Conditions for Caterers	
<b>Signed</b>	<b>Name (capital letters)</b>