

CHRISTMAS IN THE PARKS

26TH – 28TH NOVEMBER

3RD – 5TH DECEMBER

THE CHRISTMAS MARKET 2021 ST GEORGES PARK, GREAT YARMOUTH

It's back!

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. The product description below will be used to promote your attendance. Please email a suitable image to ruth.cockrill@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

Please tick your preferred weekend: 26 - 28 November 3 - 5 December Both weekends

Weekend 1 - 26th - 28th November

This year the cost of the **pitch in the large marquee** for the Christmas Market is £90 for up to 10ft x 10ft for the three days.

This year the cost of a **chalet** for the Christmas Market is £100 for the three days. (12 available - first come, first served.)

Additional pitch cost is £90 for up to 10ft *Pitches only

Weekend 2 - 3rd - 5th December

This year the cost of the **pitch in a gazebo** for the Christmas Market is £90 for up to 10ft x 10ft for the three days.

This year the cost of a **chalet** for the Christmas Market is £100 for the three days. (12 available - first come, first served.)

Additional pitch cost is £90 for up to 10ft *Pitches only

Both Weekends

If attending the first weekend, get the second weekend at a discounted price of £30 for a pitch or £50 for a chalet. Total prices paid for attending both weekends is £120 for a pitch (for 6 days) or £150 for a chalet (6 days).

What Happens Next?

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

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. 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..

WOODEN CHALETS & MARQUEE

The chalets are purpose-built timber temporary structures measuring 10 x 10ft and will be situated in St Georges Park.

Internal decorations to the chalets will be the responsibility of the stallholders during their rental period. All lighting internally must be LED and white fairy lights ONLY are permitted as decoration. All internal decorative fixings must be deemed safe and fit for purpose.

Internal decorations to the marquee will be supplied.

Each Chalet will have the availability for electrical supply; if electricity is required this must be stated on the application form. Electricity to chalets is inclusive within the terms of your rental, however we do not allow any heat-producing electrical appliances such as fan heaters or hot water kettles. This is both because of their high electricity consumption and of the increased fire risk they create.

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 6pm to 8am. However, stock left in your chalet overnight and display items are left at the stall holder's own risk.

Marquees – stock should be removed at the end of the day. GYBC will not be liable for any loss or damage incurred to goods left unattended.

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 no parking facilities on the Market Place. The nearest long stay car park is situated at Fullers Hill approximately a 10 minute walk from the market site. Alternatively, parking is also available at Beach Coach Station, North Denes Road, Great Yarmouth which is approximately a 20 minute walk away.

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.

TERMS AND CONDITIONS PAGE 2 OF 2

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 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 Great Yarmouth Christmas Market will open on Friday 26 to Sunday 28 November and Friday 3 to Sunday 5 December 2021.

Operating hours for the Great Yarmouth Christmas Market will be as followed:

Fri 26 Nov 10am to 8pm
Sat 27 Nov 10am to 5pm
Sun 28 Nov 10am to 4pm

Fri 3 - Sun 5 Dec 10am to 4pm

Please note the market will not be open on Monday 29th November and Tuesday 30th November.

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

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 eight 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

Power Requirements 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.	
Size of space required 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.	
Combustible Materials Please provide details	
Additional Info 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.	
All staff must be trained on fire fighting equipment	Please sign here to confirm.....
PLEASE NOTE: A charge of £30 will be added to your booking for the use of our generator and fuel during the Christmas Market.	
I have read and agree to the Festival Terms & Conditions for Caterers	
Signed	Name (capital letters)