**MK Playday Application Form 2022**

Wednesday 3 August 2022 11am - 4pm
Campbell Park

Please fill out all boxes; any unfilled information will delay your application.

Applications must be accompanied by risk assessment and copy of public liability insurance.

**Contact Details**:

|  |  |
| --- | --- |
| Name: |   |
| Company/Group name:  |   |
| Address: |   |
| Telephone: |   |
| Mobile: |   |
| E-Mail: |   |
| Website: |   |
| Contact name and mobile at event (if different from the above.) |   |
| Number plate for vehicle which needs to enter site (loading/unloading) |   |

**Stall details**:

|  |  |
| --- | --- |
| What activity will you be providing?  |   |
| Name of insurance company and expiry date of policy.**You must hold public liability insurance of at least £1 million.** |   |
| Will you be using a 3x3m² marquee/gazebo?Larger pitches may be available on request.**ALL MARQUEES/GAZEBOS MUST BE OF GOOD QUALITY.**  | Yes/No |
| If yes; all marquees/gazebos ideally will have a fire retardant certificate. Please indicate that you have proof of fire retardant to BS 7837. | Yes/No |

**Booking terms and conditions**

* All required documentation must accompany the completed booking form.
Missing information or documentation may result in delay.
* Stallholders must hold public liability insurance for a minimum of £1 million for the duration of event applied for.
* Stallholders must provide all health and safety documentation including method statements, risk assessments, COSHH assessment sheets for inspection upon request to the event organiser and the local environmental health office.
* Confirmation along with access details and permits will be sent once application is successful.
* All display material and goods for sale must be positioned within the allotted area and must not obstruct pathways.
* Stallholders must ensure that all structures be sound, secured firmly to the ground and able to withstand adverse weather conditions. Trip hazards (e.g. guide ropes) must be clearly marked.
* Allotted space must be clear of waste during events and after using the skip provided.
* Stallholders are responsible for their goods whilst travelling to and from event sites and during the events themselves.
* No equipment is provided; e.g. marquees, tables, chairs, etc.
* Any marquees/gazebos must be of excellent quality which apply with any British Standards for manufacture and able to withstand various weather conditions. They must be well tethered and are the full responsible of the stall holder. Recommended suppliers of marquee are available upon request.
* Prohibited items - No tobacco, alcohol, weapons, or wax flares will be sold at any events. **BBQs are strictly prohibited.**
* Glass will not be allowed at event sites.
* Stalls are responsible for loss or damage occasioned to the event sites or visiting persons as a result of their negligence.
* All support vehicles and cars must be off site at times given in booking confirmation. There will be no vehicular access during events; any disrespect of site safety rules may compromise future bookings.
* Stallholders will not be allowed to leave the event site until event has finished and the public have left the site.
* Petrol generators are strictly prohibited.
* The Playday Chair reserves the right to cancel or postpone any events at any given notice.

Declaration- “I/We confirm that I/We understand the booking conditions and will abide by them at all times. I/We declare that all information given is correct and all required documentation accompanies this application.”

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to:

Events Team

The Parks Trust

Campbell Park Pavilion

1300, Silbury Boulevard

Campbell Park

MK9 4AD

Queries to – Events Team 01908 233600 or events@theparkstrust.com

**The following must be included with this form:**

|  |  |
| --- | --- |
| A valid copy of your Public Liability Insurance |  |
| Risk assessment |  |
| Proof that marquee is fire retardant to BS 7837 |  |

## If you require assistance with writing a risk assessment please see an example risk assessment on <https://www.theparkstrust.com/get-involved/licensed-activities/health-safety-for-outdoor-activities/>

## Advice can also be found on the [HSE website](http://www.hse.gov.uk/index.htm) & via their publication - [HSE (2014). *A brief guide to controlling risks in the workplace.* ISBN 9780717664634](http://www.hse.gov.uk/pubns/indg163.htm)