**Whitley Bay Carnival 2024 ‘LEAP’ 25th & 26th May**

**The carnival parade is the centrepiece of a colourful family festival weekend bringing crowds to the Spanish City Plaza and Links to enjoy circus, street arts, live music and more alongside traditional seaside shuggy boats and fairground rides, street food, craft ale bars and a select group of trade stalls.**

**Since 2014 we have been celebrating all that is best about our seaside town. Many of our audience number are also participants with around 2,000 locals helping to make carnival happen each year and audiences of around 30,000 in 2023.**

What’s happening?

Carnival opens on Friday 24th May with a meet and greet social for this year’s partners, traders, supporters and artists. There will be music and refreshments from 6pm till 9pm Venue TBC

On Saturday 25th the carnival main site operates from 10.00 till 18.00 with a full programme of entertainment. Live music, races and games, street theatre and more.

The Carnival Parade on the 25th will draw crowds from Whitey Bay Metro station to the main site at the Spanish City Plaza and Links. The parade sets off at 11am and arrives at 12 noon.

Saturday evening Carnival Ball in an onsite marquee. Aimed at families from babes in arms to the eldest elders with party games and live entertainment . A themed ticketed event from 18.00 – 22.00.

Sunday 28th circus, street theatre and live music from 10.00 till 17.00

**Trading times**

**Saturday 10.00 – 18.00** limited number of food sales pitches, 2 x licenced bar. 2 x coffee bar pitches. We are seeking a wide selection of high quality street food.

**Saturday evening 18.00 – 22.00** Carnival ball expecting 400+ guests. (optional)

**Sunday 10.00 – 17.00** limited number of food sales pitches, 2 x licenced bar. 2 x coffee bar pitches.

**Prices**

To supply catering and bars please include your offer for the pitch with your documents. Pitches will not necessarily be allocated to the highest bidder. The fees are crucial to the event income but we are looking for attractive stands and high quality produce and we understand that not all street food is fast food.

To secure your pitch full payment is required by end of week beginning March 4th 2024

**Trader Agreement**

May 2024

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| **Contact Name and position**  |  |
| **Company/Trading Name**  |  |
| **Email** |  |
| **Website** |  |
| **Primary social media**  |  |
| **Other social media accounts**  |  |
| Postal address |  |
| Post Code |  |
| landline: |  | Mobile: |  |

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| --- | --- |
| **Have you traded at the Whitley Bay Carnival before?**  |  |
| **Please circle:****Licenced Bar Catering** **Coffee** **tell us what you will sell**  |
| **Please complete this form and copy and paste your relevant certificates and insurance documents Here.****Save the document as a PDF using the subject : Whitley Bay Carnival Trade and your trade name so we can identify you.****Email the completed PDF to** calevroyianni@aol.com Put your trade name in the subject of the email  |

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| Please give a full description of what you will be selling and outline any additional activity you expect to undertake at or near your stall (eg demonstrating technique etc)  |

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| --- | --- | --- | --- |
| Minimum Price  | £      | Maximum Price | £ |

|  |  |
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| **Vehicle Type (make/model)** | **Registration Number** |
|       |  |
| **REQUIRED CERTIFICATES for all traders** |
| * **Risk Assessment**
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| * **Public Liability Insurance at least £10 million**
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| * **Catering/bar applicants see catering section in terms and conditions**
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| **Tell us about your own branded gazebo, vehicle or trade stand Please specify size** **\*\*All gazebos and trade stands must adhere to outdoor festival standards with the correct weights on each leg.** |       |
| How many people will be coming as part of your operation? |       |
| Do you or any of your team have any access needs?(eg wheelchair / flat access, quiet area etc) |       |
| If ‘YES’ please state: |  |
| Will you be using electricity? Note there is no power provision on site. |  |
| If ‘YES’ what electrical equipment are you bringing?  |
| **Item** | **Rating Amps/Watts****(Please state)** | **PAT Test Date** |
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Thank you

TERMS AND CONDITIONS, Whitley Bay Carnival 2024

All potential traders and caterers are advised to carefully read the following terms and conditions of stall hire prior to completing their application. They should also retain the copy of the terms and conditions for their future reference and guidance.

1. Allocation of space is at the discretion of the event organiser.
2. The Whitley Bay Carnival aims for a high standard from participants. If in the opinion of the Events Organiser, a trade pitch is unsatisfactory or does not match the application you made, The Whitley Bay Carnival reserves the right to require the exhibitor to close or remove such stall. **NO refund will be given in these circumstances.** The failure of any stallholder to abide by the terms and conditions shall result in withdrawal of the consent to trade. Whitley Bay Carnival may immediately require the closure or removal of the stall unit.
3. Should you wish to withdraw your application, The Whitley Bay Carnival reserves the right to retain all monies paid to it.
4. The Safety Manager will carry out a risk assessment and inspection of all stalls and surrounding areas prior to the opening of the event; and may require the stallholder to carry out preventative measures. In some cases they may order that the use of certain equipment and/or appliance is discontinued if, in their opinion, such use contravenes Fire, Health or Safety Regulations. All traders will be required to provide current PAT and gas safety certificates for any electrical or gas equipment they have been given permission to use.
5. Traders are asked not to distribute leaflets and any other marketing materials anywhere within The Whitley Bay Carnival site except at their own stalls, and they must, not for this or any other purpose encroach upon open spaces or do anything which may cause obstruction.
6. You are asked to comply with all relevant statutes, regulations and byelaws relating to the business to be conducted from your stall and comply with all requirements of the Whitley Bay Carnival.
7. Completion of an Application Form does not guarantee attendance at the event. We will notify you if you have been selected to attend.
8. In order to ensure a balance of goods on offer the organisers reserve the right to limit the number of pitches selling each type of goods, so please ensure that you describe your proposed wares fully and fairly. The decision of the Whitley Bay Carnival Organisers regarding stall allocation is non- negotiable.
9. **All bookings are accepted on the understanding that traders operate solely at their own risk.**
10. **Traders are required to carry their own liability and goods insurance; a copy of which needs to be provided to the organisers on confirmation. Whilst all due precautions are taken, The Whitley Bay Carnival cannot be held responsible for any loss or damage to products or persons during the event. Leaving equipment/stock is at your own risk.** Any damage caused by any stallholder, their employees, agents or any other person under their direction to the venue or its fixtures and fittings shall be immediately made at the stallholders expense.
11. All traders shall indemnify Whitley Bay Carnival organisers against all liabilities, actions, costs, claims and compensation for injury, loss or damage to any person or property arising as a result of their trading at their event or any act, omission or negligence done or omitted by the stallholder, their employees, agents or any other person under their direction.
12. Pitches must be staffed at all times during the Carnival trading times. **All traders must ensure the safety of everyone who is associated with their stand and those persons who may be affected by the activities carried out therein.**
13. Traders may only start to dismantle their stalls after the time notified to them by the event organiser.
14. Traders are responsible for the removal of all their rubbish from the site at the end of the event.
15. The Whitley Bay Carnival organisers reserve the right to withdraw products for sale that are not stated on the application form or to close the stall down. In the event of a stall being shut down due to failure to comply with T&C’s, no refund will be given. Applications must be accompanied by accurate descriptions and/or photographs of the products.
16. The Whitley Bay Carnival organisers reserve the right to refuse any trader entry to the Carnival area.
17. At the Carnival all traders and their staff must comply with directions and instructions issued by the Whitley Bay Carnival organisers and the official stewards.
18. By accepting this agreement traders agree to being photographed by Whitley Bay Carnival staff for future publicity purposes for the Whitley Bay Carnival and third party partners.
19. **All electrical appliances must be PAT tested or deemed fit for purpose. Traders whose appliances are not PAT tested and/or are considered unsafe will be asked to remove the appliances.**
20. Vehicles - No vehicles are allowed in the Carnival area prior to access for set-up at 7.30am, once granted access all vehicles must be removed by 09.30am Each trader is permitted one vehicle per pitch on the Carnival site during these times, unless agreed otherwise. There is parking close to the site.
21. Please note: Traders are NOT permitted to privately re-sell their stall pitch. Any change in details needs the prior written consent of The Whitley Bay Carnival organisers.
22. Whitley Bay Carnival does not guarantee the event will take place in whole or in part and that in the event of cancellation or curtailment The Whitley Bay Carnival and its organisers will be under no liability to pay any compensation for any actual or prospective loss. However we will make every effort to run the event to its full capacity given the conditions on the day.
23. **Non-attendance: Once payment is made and the site confirmed no refunds can be made. Modification of these terms will be considered in cases of proven hardship/misfortune. No refunds will be made at the Event itself and must be claimed by contacting the Organisers.**
24. You are asked to comply with all relevant statutes, regulations and byelaws relating to the business to be conducted from your stall and comply with all requirements of the Whitley Bay Carnival. **NB Drinks may not be served in single use plastic or glass on the site – only compostable plastic or multiuse glasses may be used.**

 **CATERING & FOOD BUSINESS FURTHER REQUIREMENTS**

* Any propane or butane (LPG) equipment should be in a safe condition and positioned and used in a safe manner. In particular:
* Any LPG cooking or heating equipment must have been checked for safety by a gas installer listed on the GAS SAFE REGISTER, and current documentation kept available for inspection by Whitley Bay Carnival team.
* Only serviceable and safe flexible hoses and hose clips, made for LPG equipment, must be used.
* Gas bottles must be placed in a safe and secure position at least one meter from openings into adjacent vehicles and external sources of ignition.
* Any equipment used for cooking/heating must be placed in a position which is not accessible by the public, particularly children. It must also be placed on a stable surface in a position, which does not present a risk of injury to stallholders, their staff or members of the public.
* The operation of any food business/stall must comply with the Food Safety Act 1990 and associated regulations and the Health & Safety at Work Act 1974 and associated regulations. North Tyneside Council has the right to terminate forthwith the operation of the business/stall if, in the opinion of its officers, a serious breach occurs of these Acts and regulations. Each individual stallholder will need to apply for and hold any necessary event licenses in accordance with the Licensing Act 2003.
* Agreements must be accompanied by the relevant documentation including public liability insurance, food hygiene certificates, PAT certificates and Temporary Events Notices- for the sale of alcohol. Equipment must be PAT tested and you must provide a valid PAT certificate.
* All stallholders selling food must notify Whitley Bay Carnival organisers in writing of the local authority to which they are registered on booking. Failure to comply with the above terms and conditions will result in the immediate closure and removal of the stall.

Terms and Conditions may be subject to amendment – you will be notified of any changes.

I hereby agree that I have read this document in full and will abide by the above terms and conditions of occupation.

Signed: …………………………………… Name: (Please print) ……………………………………….

Dated: ………………………………………

Trade name ………………………………… Position:…………………………………………