Wellingborough Town Council

WELLINGBOROUGH CARNIVAL AND PARTY IN THE PARK

Terms and Conditions for Stall Holders - Craft

This is an outdoor event on **Saturday 4th and Sunday 5th July 2026** Stalls will be located on Croyland Park, Wellingborough.
The event runs from 12:00 – 18:00 on Saturday & 12:00 - 19:00 on Sunday

- If you are interested in attending the Carnival and Party in the Park, please complete the attached booking form and return it to: projects@wellingboroughtowncouncil.gov.uk
- Deadline for applications is midday on Friday 26th June 2026.
- Trading hours are between 12noon and 6pm on Saturday & 12noon and 7pm on Sunday and stall holders are able to set-up stalls from 9am.
- By completing the application form it does not guarantee approval. You will be contacted within 2 weeks from receipt of your application to confirm if your application is successful
- Stalls and gazebo/coverings are not provided for you the booking is for the 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 20ft square (6m x 6m) and your equipment/gazebo/covering must fit into this area. Space for 1vehicle is available at the rear of your pitch if required, this must be indicated on your application form.
- All rubbish generated by your stall must be removed by the stall holder.
- Stalls can not be dismantled until 6pm on Saturday & 7pm on Sunday and there will be no vehicle movement until after 6pm & 7pm respectively.
- If you are attending for both days you are responsible for securing your stall and any items left overnight. There will be overnight security on site but 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.
- 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.
- 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 20ft x 20ft (6m x 6m)			
Please indicate which day/s you would like to attend the event			
Craft stall			
Saturday only @ £40 incl vat	☐	Please tick if you require a vat invoice	☐
Sunday only @ £40 incl vat	☐	Please tick if you require a vat invoice	☐
Both days @ £70 incl vat	☐	Please tick if you require a vat invoice	☐

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: WCPITP

CONTACT DETAILS	
Stall Name	
Contact Name	
Address	
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 (The sale of alcohol is not permitted)	
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	☐
Food Hygiene Certificate (issued within the last 12 months)(food hygiene rating of 4 or above is required)	☐
Gas & Electric Certificate	☐
Menus and prices	☐
	☐

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	