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**Warrington Mela 2024 – Sunday 15th September 2024**

**Stalls Application Form**

Although Melas are traditionally a South Asian celebration, Warrington’s Ethnic Communities Association (WECA) have an ambition to break away from this format and celebrate the rich and diverse cultures of Warrington.

This year, food stalls will be in Queens Gardens and non-foods in Time Square.

Allocation of stalls at this year’s Mela Festival will be based on a variety of factors, including:

* Application form received by closing date – **Monday 19th August.**
* Quality of offer (a photograph of your stall may be included).
* Stall holder being able to present all relevant documents – Public Liability Insurance, Food Hygiene Certificates, proof of PAT testing of appliances, etc.
* Contribution to an inclusive and representative offer.

Please complete **ALL** relevant details clearly and correctly and return to: [melaenquiries@warrington.gov.uk](mailto:melaenquiries@warrington.gov.uk) by **Monday 19th August**.

**Applications received after this date will not be accepted.**

If you require any help in completing your form and returning to the email address above, please contact Lynn Radcliffe on 07584 217578 or Pete O’Neill on 07483 363881.

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| **Details** |  |
| **Full Name** |  |
| **Business /**  **Company Name** |  |
| **Tel Number** |  |
| **Mobile** |  |
| **Email** |  |
| **Address** |  |

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| **Stall Requirements (*Each stall will be provided with 1 table and 2 chairs)***  ***Electrical power will be provided from a generator.*** | | | | | |
|  | **Hot Food** | **Cold Food** | **Non Food** | **Gazebo hire** | **Additional 2 chairs and 1 table** |
| **£60** | **£30** | **£30** | **£20** | **£5** |
| **Number of Stalls** |  |  |  |  |  |
| **Give a brief description of your stall and what you will be selling** |  | | | | |
| **Does your stall have its own generator? (Tick one)**  **Generators MUST be DIESEL. Petrol generators will not be permitted onto the MELA site.** | | | | **YES** | **NO** |
| **Will you be bringing your own gazebo? (Tick one)**  **Gazebos must be weighted, not staked.** | | | | **YES** | **NO** |
| **If yes, what size is your gazebo?** | | | |  | |
| **Do you have insurance cover for your own equipment e.g. theft, damage etc. (Tick one)**  **Evidence will be required.** | | | | **YES** | **NO** |
| **Do you have public liability insurance? (Tick one)**  **Evidence will be required.** | | | | **YES** | **NO** |
| **Do you require electricity?**  **If yes, how many appliances to be used?** | | | | **YES** | **NO** |
| **Food, Health and Hygiene** | | | | | |
| **Will you be cooking food on the day? (Tick one)** | | | | **YES** | **NO** |
| **If YES what type of fuel are you using to cook?** | | | |  | |
| **Do you have a valid Food, Health & Hygiene Certificate? (Tick one)**  **Evidence will be required.** | | | | **YES** | **NO** |

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| **Vehicle Details** | | |
| **Please confirm your vehicle registration, make and model which will require access on the event day.** | | |
| **Reg:** | **Make:** | **Model:** |

**All payments for stall must be made by 10th September 2024. Details for payments will be given to successful applicants after 19th August.**

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| **Declaration**  I fully understand the contents of the booking form and agree to observe the terms & conditions. I understand that the management also reserves the right to refuse an application without giving any reasons.  Signature: ................................................................ Date: .......................................................... |

**Organisers’ Contact Details**

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| **Lynn Radcliffe**  **Warrington Borough Council** | 07584 217578  [lynn.radcliffe@warrington.gov.uk](mailto:lynn.radcliffe@warrington.gov.uk) |
| **Pete O’Neill**  **Warrington Borough Council** | 07483363881  [p.oneill@warrington.gov.uk](mailto:p.oneill@warrington.gov.uk) |
| **Cllr Mo Hussain**  **Warrington Ethnic Communities Association** |  |
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**Terms & Conditions**

1. No guarantee is provided against inclement weather. The decision to undertake a stall at the Mela is purely at the stallholder’s own risk and under no circumstances will the stall fee be refunded.
2. All payments must be made to Warrington Ethnic Communities Association by 10th September.
3. You must trade within the allocated space/area and must not encroach outside your designated space/area. Relocation of your stall will be not allowed.
4. You will keep your stall area clean at all times, and at the end of the Mela you will remove any waste from your stall area. Stalls will be checked at the end of the Mela.
5. You must observe all Health & Safety precautions when using electricity/gas as fuel for cooking.
6. You are required to have your own insurance liability for damage/theft for any of your equipment as WECA and WBC will not accept any liability for any damages/theft.
7. If you intend to be a food stallholder then you must provide evidence of Food & Hygiene certificate.
8. You must specify clearly the goods you intend to sell on your stall. This will allow WBC and WECA to ensure that undue competition between stalls is prevented. You must trade within your definition of goods to be sold.
9. No glass bottles or sharp objects will be allowed on the stall. All drinks must be supplied in plastic bottles. Any knives or utensils you intend to use for food preparation purposes must be kept safely away from public access.
10. Cooking equipment including open barbecues etc. should not be readily accessible, especially to young children. The layout of the stall should be such that contact with hot surfaces is difficult. Warning signage may be necessary.
11. In the event of a complaint, please report to the organisers or staff on site during the event or to the organisers after the event.
12. You must provide your own extension leads (Maximum 50 metres in length) for feeding power to your equipment from the sockets provided for your stall. All electric cabling used by stallholders for equipment must be suitable for use outdoors. Each extension lead must have RCD (Residual Current Device) protection.
13. If your stall requires extra power, you will have to provide your own diesel generator at your own cost. Petrol generators will **not** be allowed onto the site.
14. Vehicles will be allowed to move around the site only during the loading and unloading periods. Outside of these periods movement will be strictly prohibited and vehicles must remain parked in the designated stallholder’s areas.
15. Access to the sites for equipment drop off and collection will be confirmed prior to the event.
16. You must provide proper stock to last the day, and not have to feed your stall with any extra stock during the day.
17. In the event of rain during the day, you must provide your own rain covers to cover your goods.
18. You are not allowed to keep or display any politically or religiously provoking or controversial

literature/material at your stall.

We reserve the right to recover the cost or repair or replacement from the stall holder of any damage to property supplied by WBC, WECA or a third party.