



# WECA MELA 2019 STALLS BOOKING FORM

Please complete **ALL** relevant details clearly and correctly in order for us to process and confirm your application. Without this form we will not be able to process your request for a stall at the WECA Mela on **Sunday 07<sup>th</sup> July 2019**

|                                |  |   |  |
|--------------------------------|--|---|--|
| <b>Full Name</b>               |  | <b>Address</b>                                      |  |
| <b>Business / Company Name</b> |  |   |  |
| <b>Organisation Name</b>       |  | <b>Charity No</b><br><small>(if applicable)</small> |  |
| <b>Tel No</b>                  |  | <b>Postcode</b>                                     |  |
| <b>Mobile</b>                  |  | <b>Email</b>  |  |

| Type of Stalls   | (Each stall will be provided with 2 tables and 2 chairs) |             |                |                               |                          |                                       |
|--|--|-------------|----------------|-------------------------------|--------------------------|---------------------------------------|
|  | Charity  | Information | Other Business | Food Caterers                 | Hire of Gazebo           | Cost of 1 Additional Table & 2 Chairs |
|  | £20  | £20         | £20            | Cold food £20<br>Hot food £50 | £10                      | £5                                    |
| Number of stalls required:   |  |             |                |                               |                          |                                       |
| What will be held at the stall?<br><i>(Please state)</i>   |  |             |                |                               |                          |                                       |
| Will you be bringing a generator? <i>(Please tick one)</i><br><b>Generators MUST be DIESEL. Petrol generators will not be permitted onto the MELA site</b> |  |             |                | <b>Yes</b>                    | <b>No</b>                |                                       |
|  |  |             |                | <input type="checkbox"/>      | <input type="checkbox"/> |                                       |
| Do you have insurance cover for your own goods e.g. theft, damage etc.<br><i>(Please tick one) – If YES please provide evidence</i>                        |  |             |                | <b>Yes</b>                    | <b>No</b>                |                                       |
|  |  |             |                | <input type="checkbox"/>      | <input type="checkbox"/> |                                       |
| Do you require electricity? In YES how many appliances to be used?<br><i>(Please tick one)</i>   |  |             |                | <b>Yes</b>                    | <b>No</b>                |                                       |
|  |  |             |                | <input type="checkbox"/>      | <input type="checkbox"/> |                                       |
| Do you require a gazebo? <b>(Please note: there is a £10 charge)</b><br><i>(Please tick one)</i>   |  |             |                | <b>Yes</b>                    | <b>No</b>                |                                       |
|  |  |             |                | <input type="checkbox"/>      | <input type="checkbox"/> |                                       |

| <b>Food, Health &amp; Hygiene</b>   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Will you be cooking food on the day?<br><i>(Please tick one)</i>  | <b>Yes</b>               | <b>No</b>                |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| If YES what type of fuel are you using to cook<br><i>(Please tick one)</i>  | <b>Gas</b>               | <b>Electricity</b>       | <b>Other</b>             |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a valid Food, Health & Hygiene Certificate<br><i>(Please tick one) – If YES please provide evidence</i> | <b>Yes</b>               | <b>No</b>                |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> |                          |

|   |  |  |  |
|---|--|--|--|
| <b>Payments</b>   |  |  |  |
| Total stall booking cost  |  | <b>£</b>   |  |
| Method of payment<br><i>(Please tick one) - Cheque payable to Warrington Ethnic Community Association</i>   |  | <b>Cheque</b><br><input type="checkbox"/>  | <b>Bank Transfer</b><br><input type="checkbox"/> |
| <p><b>Please return this form along with payment to the following members or the executive committee by Friday 21<sup>st</sup> JUNE 2019</b></p> <p><b>All payment must be made before <u>28<sup>th</sup> JUNE</u> by Cheque or Bank Transfer</b></p> <p><b>Additional <u>£10</u> will be charged for any payment made on the day of event.</b></p> |  |  |  |
| <b>Bank Details:</b><br>WECA<br>Sort Code: 20-91-48<br>Account: 20600474  |  | <b>Form drop off</b><br>WECA<br>The Gateway, Sankey Street<br>Warrington, WA 1 1SR |  |
| <b>Mr Moazzam Hussain</b><br>M: 07814037411<br>E: moazzamh@hotmail.co.uk  |  | <b>Mr Hassan Kazi</b><br>M: 07804561599  |  |
| <b>Mr Vishal Verma</b><br>T: 07888675699<br>E: vishal@nuconcepts.co.uk  |  |  |  |
| <b>Declaration</b><br>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.<br><br>Signature: ..... Date: .....  |  |  |  |

|  |                        |
|--|------------------------|
| <b><u>For Office Use Only:</u></b>   |                        |
| <b>ACKNOWLEDGEMENT &amp; CONFIRMATION OF BOOKING</b>                               |                        |
| Acknowledge the application and confirm that the stall booking has been confirmed. |                        |
| Stall Ref:.....  | Payment received:..... |
| Date:.....   | Signature.....         |

**Organisers Contact Details**

|  |  |
|--|--|
| <b>Mr Moazzam Hussain (General Secretary)</b><br>M: 07814037411<br>E: moazzamh@hotmail.co.uk | <b>Mr Hassan Kazi (Chairman)</b><br>M: 07804561599 |
| <b>Mr Vishal Verma (Treasure)</b><br>T: 07888675699<br>E: vishal@nuconcepts.co.uk            |  |

## 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 no circumstances will the stall fee is refunded.
2. All Payments are to me made in full by Friday 21<sup>st</sup> June 2019 by 5pm either by cash, cheque or bank transfer. Please note that cash payments are not accepted via post.
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 & Parr Hall 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 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 away safely 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 WECA members or Parr Hall staff on site during the event; or to the address in this document 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 car park.
15. Access to the Mela for putting up your stall will be allowed between 7.00am and 10:30am. No vehicle movement will be allowed on the event site after 10.00am.
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.
19. We reserve the right to recover the cost or repair or replacement from the stall holder of any damage to property supplied by WECA or a third party