**Stall Holder Application Form – 2025 Apple Day**

**Sunday 12th October 2025 - 11:00am – 4:00pm**

Thank you for your interest in applying for a stall at Cockington Apple Day.

Please complete and return this form by email to: info@cockingtoncourt.org and Marissa.wakefield@tda.uk.net

As part of your application please agree to abide by the conditions as stated on Page 3.

We will contact you to inform whether your application has been successful and to take payment by credit/debit card.

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| --- | --- |
| **Name:** |  |
| **Business Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |   |
| **Please tick which you would like to book:****Charity stall - £30 ❒ Cold food preserves/sweets- £60 ❒****Craft Stall - £40 ❒ Cold food cakes/deli - £80 ❒****Performer - Price N/A ❒ Mobile unit (hot food/drink/order taking) £225 ❒** |

I/We confirm that I/We have public liability insurance and have enclosed a valid certificate with this application **❒**

I confirm that any electrical equipment that I/We will bring to site has been checked by a competent electrician and a valid PAT testing certificate is held. (please enclose a copy with tis application . Also note we cannot supply power on the grassed area and generators are not permitted on site without our permission and safety checks ) **❒**

If gas is used, a valid safety certificate is also required to be emailed with the application. **❒**

I have undertaken a risk assessment for my stall holding and have included this with my application. (Applicable to hot food stalls/units or any activities) **❒**

All current relevant regulations pertaining to hygiene and Health & Safety must be adhered to for this event.

Signed: Date:

(Submitting this completed form electronically signifies your acceptance to the above declaration and conditions of booking.

**Conditions of Booking Application**

All stalls will be set up outside the buildings under the cover of gazebos. It is the responsibility of stall holders to provide their own gazebos and furniture.

All stalls must be set up by opening time and cars parked in the designated parking by 10:00am.

Detailed get-in procedures will be provided prior to the event and must be followed.

There should be no packing up until after the advertised closing time.

Full payment is required prior to the event.

The organisers reserve the right to admit whichever stalls they feel appropriate.

Charity stalls must provide free activities.

No tombola or raffles allowed.

Stall holders must confirm in the application, that their own public liability insurance cover is in place and that all electrical/gas equipment has a valid safety test certificate. Please supply your own fire extinguishers.

It is the stall holder’s responsibility to insure their property against theft and damage should they wish, and this is strongly advised by the organisers.

Should the event have to be cancelled, the organisers’ liability will be to refund any monies paid. Should the stall holder cancel, no monies will be refunded.

Stall holders must comply with all of the relevant regulations issued by the local police and authorities.

The organisers are not responsible for any loss, damage or injury to any person or objects at the event.

Smoking is not permitted inside the Manor House or within the event area.

Stall holders **must** take responsibility for their own rubbish being removed from the site at the end of the day. This includes all waste from hot and cold food and drink vendors who need to bring their own waste bins and bags.

Toilets are available on site, at the side of the Manor House

**Please list details of the produce or craft you will be selling:**

Pending notification of a successful application to attend.

An agreement has been reached between:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
trading as:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(hereinafter referred to as “the operator/activity provider” and Cockington Court (hereinafter referred to as “Event Organiser”) for the provision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at Cockington Court for the above date, it is hereby further agreed that:

1. The operator/activity provider shall accept full responsibility for any sub-contractor, caterer or employee and will fully indemnify the event organisers against all costs, charges, claims, or actions for or in respect of an injury to any person unless caused by the direct negligence of the event organisers, or any loss or damage to property or to the land or any buildings thereon.
2. The operator/activity provider shall accept full responsibility for and will indemnify the event organisers, their servants and agents against all actions, claims, proceedings, costs and expenses howsoever arising out of or in connection with the operators occupation or use of the site and the operator/activity provider shall effect or have in place a policy of insurance covering all the matters which are the subject of the indemnities and undertakings herein. The minimum level of public liability insurance cover shall be £5 million in respect of any claim or series of claims arising out of one event, but it remains the responsibility of the operator, having taken independent professional advice, to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk.
3. Evidence that the above insurance covers are in place shall be available to produce to the event organiser if/when needed.

SIGNED: …………………………………………………………………………………………………
Operator/activity provider

SIGNED: …………………………………………………………………………………………………
Event Organiser