

New Applications Cover Email – Plumstead Make Merry 2021

Thank you for your interest in having a stall at the Plumstead Make Merry 2021!

Plumstead Make Merry has been an important part of the Plumstead community for over 40 years and we are delighted you are looking to get involved!

Whether this is your first time being a stallholder or whether you've been involved before, there are a few things you need to do:

1) Read through and agree the relevant terms and conditions (attached)

These include important information about the setting-up and running of your stall, information regarding parking and movement of vehicles, health and safety, and regulations and licensing details.

2) Include any certificates you need to send us with your application.

Make sure you know what certificates you need to have and send them with your application. We can't accept any application without the relevant certificates.

Food Stalls of all Descriptions

- Level 2 certificates for all persons present to be sent with your application
- Display of allergens & intolerances to be sent with your application
- Insurance documents

All other stalls

- You will need to provide a list of allergens & intolerances if you produce anything other than food to which this applies, such as soaps, make-ups, Henna, etc. Please ask if you are in doubt and do not assume you do not require this.
- You are required to arrange your own insurance. We are not able to insure your stall and you are liable for any issues relating to your stall, its construction and breakdown, its staff and contents.
- We recommend you arrange suitable public liability insurance.

Vehicle Registration

- If you intend to bring a vehicle to set-up/break-down on the day we will also require your vehicle registration details. These will be requested closer to the date and you are required to provide them as part of our council licensing agreement.

3) Complete and return the attached application form

If you've read and agree to our terms and conditions, know what bits of paper you need to send us and have to-hand on the day, then make your application! Give us some personal details so we know how to get in touch, let us know some more about your stall so we know what you will be doing, confirm how you will be paying, and let us know you are good to go by sending us the signed form!

4) Be aware all bookings must be made by 7 May 2021

All certificates and insurances must be sent when you make your application. The final day for application is 1 May 2020 and early booking is recommended.

5) Read our Covid-19 Disclaimer

This outlines our intentions regarding the running of the event and what will happen if circumstances change, regarding specifically to refunds.

6) Read and sign the additional Covid Secure Traders Agreement

You should make note of these and take action to ensure your stall complies with the safety measures outlined and return the signed form.

You should also read our privacy policy on our website, so you know what personal information we are processing about you and your rights in respect of this processing.

We look forward to receiving your application and please do not hesitate to contact us at stalls@plumsteadmakemerry.co.uk if you have any questions or queries.