



APPLICATION PACK FOR TRADE, CRAFT, FOOD AND CHARITY STALLS WITH TERMS AND CONDITIONS

| RANNOCH HIGHLAND GATHERING Stall Application Form | | | | | |
|---|------------------------------|----------------------------------|--|---|-----------------------------|
| Applications due by Friday 29 th July 2017 | | | | | |
| CONTACT DETAILS ▪ NAME ▪ TELEPHONE ▪ EMAIL ▪ ADDRESS | | | | | |
| STALL NAME | | | | | |
| PRODUCTS BEING SOLD (Please tick) | FOOD PREPARED ON SITE | FOOD PREPARED OFF SITE | ART & CRAFT | INFORMATION DISPLAY | OTHER (Please State) |
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| SPACE REQUIRED | | | | | |
| STALL DISPLAY ITMES BEING BROUGHT (E.G. Gazebo / Tables) | | | | | |
| NUMBER OF PEOPLE WORKING ON STALL | | | NUMBER OF VEHICLE PASSES REQUIRED (Max 3) | | |
| COPIES DOCUMENTS TO BE SENT IN WITH THIS APPLICATION (Please Tick and include photocopy of up to date documentation) | Event Insurance | Food Hygiene Certificates | Risk Assessment | Fire Safety Management (For food preparation stalls) | |
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| PLEASE NOTE: Copies of your Risk Assessment and Public Liability Insurances are mandatory. Without these, application will be refused. | | | | | |
| <input type="checkbox"/> I have read and agree with the terms and conditions. (Please Tick) | | | | | |
| Signature | | | Date | | |
| RETURN TO: Rannoch Highland Gathering Secretary, 12 Muirlodge Place, Kinloch Rannoch, Perthshire, PH16 5PY. | | | | | |

RANNOCH HIGHLAND GATHERING Stall Application Form
Terms and Conditions 2017

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| General | <ul style="list-style-type: none"> ▪ These terms and conditions and all other directions given by Rannoch Highland Gathering officials must be followed. ▪ There is a £10 charge for a stall pitch at the Rannoch Highland Gathering 2017. |
| Rannoch Highland Gathering Grounds (Weller Foley Park) | <ul style="list-style-type: none"> ▪ The site of Rannoch Highland Gathering contains one main access route around the games ground. ▪ This route must be kept clear at all times for access for emergency vehicles. Vehicles blocking this route will be removed. ▪ The site also adjoins residential homes, as were request that stall-holders respect the resident's rights in regards to access, privacy, noise, litter and pollution. ▪ First Aid facilities will be provided on the day of the games and these will be clearly signposted. |
| Stall / Property / Stall Site | <ul style="list-style-type: none"> ▪ Rannoch Highland Gathering reserves the right to allocate stalls as they wish. Your space is only guaranteed once you have received written confirmation from Rannoch Highland Gathering on receipt of application. This may be written or via email. ▪ Siting of stalls will be co-ordinated by the Field Events Convener on the morning of the games. ▪ Rannoch Highland Gathering takes no responsibility for damage or loss of stall holder's property while at or in transit to / from the games. ▪ Rannoch Highland Gathering recommends that stall holders take out adequate insurance cover for goods. We cannot provide, and can accept no responsibility for, secure storage space for stall holders. Any goods left unattended on the stalls before, during or after the games are left at the owner's risk. ▪ Stall holders must not sell, or allow, any alcohol to be sold from their stall, unless under licence from Perth and Kinross Council. Copies of licence to be provided with this application. ▪ Stallholders must ensure that all their units and equipment being used and / or licenced by them must comply with all relevant Health and Safety, and Environmental Health regulations. Stallholders MUST complete the attached Risk Assessment to this fact. ▪ The Field Events Convener has been appointed to check on safety procedures at the games. ▪ Rannoch Highland Gathering reserves the right to exclude any item or person from the event where it is felt that they do not meet current statutory requirements. ▪ All stallholders are responsible for the collection of rubbish from their stall and its disposal in designated areas. |
| Public Liability Insurances | <ul style="list-style-type: none"> ▪ All stallholders are required by law to hold valid and up to date Public Liability Insurance to insure against injury or damage to any party caused by the stallholder having a stall on site. ▪ Rannoch Highland Gathering insurers will NOT cover ANY stallholder's areas of responsibilities. |
| Access & Set Up / Removal of Stall | <ul style="list-style-type: none"> ▪ Stallholder vehicle access will be permitted between 10am and 1pm for set up on the day of the Games. ▪ Stall holder vehicle access will be permitted from 5pm for clear up. ▪ Vehicles must be parked in stall holders car park between 1pm and 5pm. ▪ A car park pass will be issued on receipt of this form (max 3 per stall). ▪ It is essential that stallholders have the facility to break down stalls quickly in the event of an emergency. ▪ Dangerous machinery should be positioned, guarded or otherwise protected so that it is not accessible to children or other persons. ▪ All stalls should be properly erected, securely tied in and, as far as possible, avoid protruding stays and jagged edges to trestles etc. ▪ All electrical generators must be adequately guarded. |



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| TRADE, CRAFT, FOOD, CHARITY STALL / PITCH | General Risk Assessment (Including Fire / Food Preparation) |
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| Name of Stall: | |
| Contact person on site: | |
| Contact number on site: | |
| Location on site: | |

In order to comply with relevant fire safety legislation you MUST complete a General Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the hazards and persons at risk; you must endeavour to remove or reduce these risks and protect people.

Failure to comply with this requirement will result in you being removed from the site.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

| Hazard | Persons Affected | When Applicable | Hazard Present | | Control Measures to be Implemented | Residual Risk (Please Circle) |
|---------------------------------|--------------------------------------|-------------------------------|----------------|----|--|--------------------------------------|
| | | | Yes | No | | |
| Moving Vehicles | Stallholders | During set up and dismantling | | | Move vehicles with due care and follow directions of stewards. | High Medium Low |
| Manual Handling | Stallholders | During set up and dismantling | | | Ensure materials and stall items are in readily manageable loads. | High Medium Low |
| Collapse/falling objects | Stallholders & members of the public | Throughout the event | | | Ensure stall is set up so that tables, display boards, etc. are stable and not readily knocked over. | High Medium Low |
| Trips and falls | Stallholders & members of the public | Throughout the event | | | Ensure area around stand is free from trip hazards. | High Medium Low |
| Electricity | Stallholders & members of the public | Throughout the event | | | All electrical items to have PAT test certification and cables to be suitably routed. | High Medium Low |
| Hot surfaces or liquids | Stallholders & members of the public | Throughout the event | | | All hot surfaces and bulk hot liquids to be out of reach of members of the public. | High Medium Low |

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| Exits | Stallholders & members of the public | Throughout the event | | Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use. | High Medium Low |
| Food Production / Sales | Stallholders & members of the public | Throughout the event | | Heat shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material. All staff have basic Food Hygiene training and appropriate certification. | High Medium Low |
| Fire Precautions | Stallholders & members of the public | Throughout the event | | All ignition sources and ensured that they are kept away from all flammable materials. Staff been instructed on how to operate the fire-fighting equipment provided. Staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations. An adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use. The structure, roofing, walls and fittings of your stall or unit are flame retardant. LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public. Gas cylinders readily accessible to enable easy isolation in case of an emergency. No combustible materials can be blown against, or fall onto the apparatus. You must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc. | High Medium Low |

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| Add Any Stall- Or Product- Specific Risks: | Stallholders & members of the public | Throughout the event | | | Control measures must reduce risk to Low | High Medium Low |
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| Assessment form completed by | Name | |
| | Signature | |
| | Date | |