



29th JUNE 2019

Chairman: Peter Charles

Secretary: Emma Weekes
07595 267448

Treasurer: Christine Fletcher

www.brighthousecharitygala.org.uk brighthousecharitygala@yahoo.com

Application Form (field) Trade Contractors

Return address:

Emma Weekes
41 Dewhirst Road
Brighthouse
HD6 4BA

Dear Members and Friends,

You are invited to participate in this year's Brighthouse Charity Gala, in the procession, or by having a stall or activity on the gala field. Please complete the entire form in full and return to the address above as soon as possible to secure your place. The final date for application will be **19th May 2019**

YOUR DETAILS

Company Name:

.....

Name of contact:

Postal Address:

.....

Tel:

Email:

Preferred Contact Method: Post.....Email:

GALA FIELD Trade stall details

There are a limited number of Trade Stands available, (promotional activities only), for a site fee of £75.00, payable to Brighthouse Gala. Please fill in the below and send your payment with the application form.

This form also to be used for contracted services, --- Trade catering, entertainment etc

Type of stall; (please detail as much as possible)		
Site Size required i.e. 2m deep x 5m wide – remember to allow space for trailers, size of gazebo, guide ropes etc	Width (Frontage):	Depth:
Details of equipment		
Appropriate Certificates Attached?		

For further details contact Steve Lord (Ground Chairman) on 07786 594529 or via e-mail

stvelord1@hotmail.co.uk

BRIGHOUSE CHARITY GALA TERMS and CONDITIONS Wellholme Park Brighthouse

For the benefit of those who may be new to Brighthouse Charity Gala, you should be aware of a few conditions that we ask your participating organisations to keep:

- All documents required under Health & Safety legislation must be provided to the Executive with this form.
- Food - Confirmation you have registered your premises with the Environmental Health Service at your Local Authority. (Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2).
- Food allergy notices **MUST** be displayed and visible to members of the public.
- All persons bringing Pressure receptacles (Gas cylinders) onto the Gala field, shall have ensured the manufacturing requirements have been carried out either by possessing the written certificate which accompanies the gas cylinder or the gas cylinder itself carries the mark or stamp of the relevant inspection body.
- All persons bringing Pressure receptacles (Gas cylinders etc) onto the Gala, shall have written confirmation that they have been examined at intervals set out in Table 1 to 3 of Packaging Instruction in ADR, as required by the Carriage Regulations, regulation 18 and regulation 21 for cylinders manufactured from 10 May 2004, or Schedule 2, paragraph 4, for cylinders manufactured before 10 May 2004.
- Alcohol is not allowed on the gala field. Please do not give it as prizes on your stall.
- The giving or selling of live animals is not permitted. This is a condition of Calderdale Council.

- The Executive Committee will require the registration for the vehicle to be parked on the field during the period of the Gala. Preferably at the open meeting held on the Monday evening prior to the Gala.

Brighthouse Charity Gala Health & Safety Record Sheet

Each Organization will have their own Constitution and appropriate Health & Safety/Risk Assessment. These need to be completed and submitted along with copy of the Public Liability insurance documents and attached to this form. Submit electronically or by post.

Organisation
Description of stall activity

Site Method Statement (see Guidance A)

Equipment to be used (see Guidance B)

Identify Hazard/Risk:

Hazard:	Measures/controls in place	Low	Med	High
Fire				
Trip				
Scolding				
Other/specify				
	Measures/controls in place	1x	Yes	No
Gas Cylinder[s]				
Pressure Cylinder[s]				
Fire Extinguisher[s]				
Fire Blanket[s]				
Safety check Sheet				

Health & Hygiene Food Safety Section:

<i>Documentation Submitted and attached</i>	Ref number	Yes	No
Health & Hygiene/Food Safety Certificate			
Applicable Insurance Certificate			
Equipment Safety Check Report/Certification			
Other/specify			

Please note that all stalls selling food MUST display an allergy information sheet in a visible place where members of the public can see it

Public Liability Policy (attach copy, see note below)
Name of insurer and policy reference number.

<p>This Health and Safety Section has been completed for the organisation by: -</p> <p>Print name: -</p> <p>Signature: - Date</p>

Please note: Reference to documentation should be a photocopy of insurance policies [no originals].
 Any additional documented submission of the organisation risk assessment forms should be signed no longer than 2 weeks before submission.

Guide Line A Method Statement

- To include site check at start of occupation (any hazards)
- Brief statement of activities on how you set up.
- Brief statement of activities on how you operate your stall/activity with the public.
- Brief statement of activities on any safety aspects you apply.
- Site Checks when leaving and how do you record any records of all of the above.

If you attach a separate sheet as a method statement then print in the box: **separate sheet attached** and give title/ref

Guide Line B Equipment to be used.

- Please list items being used on your allocated plot.
- For example: - Gazebo (size), table(s) etc. games/activity equipment.
- Do you stake and rope your area or other.

If you attach a separate sheet listing equipment, then print in the box: **separate sheet attached** and give title/ref

LEGAL ASPECTS OF THE GALA – PROTECTING YOURSELVES

The following requirements are in place to protect the BCG Committee, companies and the general public. Whilst the Committee appreciate that this will mean extra paperwork for some, it is necessary to protect all involved to ensure the success and longevity of the event.

Public Liability and employers Liability Insurance

A copy of your insurance documents to be handed to and logged by the BCG Committee by the date required prior to the event (19th May at the latest). This needs to cover the entire period that you are involved with the Gala this year and be for at least £10,000,000. This will be provided to Calderdale MBC or any third parties on request.

Risk Assessments

Risk Assessment section of this form is for your event/attraction/activity only on the Ground covering your staff and members of the public.

You may update this if your circumstances change – please mark as updated copy and date it.

A separate risk assessment as part of the event Management plan as whole will be carried out by the BCG executive committee.

A guide to writing risk assessments can be found at <http://www.hse.gov.uk/risk/>

To assist with completing your risk assessment the BCG Committee will provide on Wellholme Park first aid personnel, first aid equipment. On site we will also provide a water supply [limited and not drinking water], Toilets, PA capability. Other than this, you will need to provide any equipment that your risk assessment identifies as being required.

Summary

If the Committee can be of any help or you require guidance, please feel free to make contact.

WE WILL REFUSE ENTRY TO ANY COMPANY WHICH DOES NOT PROVIDE THESE DETAILS IN FULL.

PLEASE NOTE:

THE GIVING OF ALCOHOL or LIVE ANIMALS IS NOT ALLOWED

ONLY ONE VEHICLE PER STAND IS ALLOWED TO PARK ON THE FIELD DURING THE GALA.
ALL VEHICLE MOVEMENT WILL CEASE BETWEEN 12.00 AND 17.00 HOURS.

PLEASE READ THE TERMS and CONDITIONS ON PAGE 2 AND SIGN THE FORM ON PAGE 6 TO CONFIRM THE ACCEPTANCE OF THE BRIGHOUSE GALA EXECUTIVE CONDITIONS FOR TAKING PART.

BRIGHOUSE CHARITY GALA TERMS and CONDITIONS ACCEPTANCE RECORD

Please complete and sign in order to be considered for a place at this year's Gala.

Print name		
Position in organisation		
Signature		Date

GALA USE ONLY	
Application form received date:	
Insurance Docs included?	Yes / No
Health & Safety review date:	
Ground review date:	
Decision reasoning:	
Notes:	

AUTHORISATION TO TAKE PART IN THE GALA	
	GALA SIGNATURE
Health & Safety Authorisation	
Ground Authorisation:	