



**CATERERS AND HOT FOOD STALLS NEED TO APPLY DIRECTLY TO THE CATERING TEAM VIA THE WEBSITE. PLEASE DO NOT APPLY ON THIS FORM.**

## **Rules and Regulations**

(Please read and ensure that a copy of this is passed to all vehicles entering the site)

Vehicle access to the grounds is via the gate nearest to Leeds city centre. A one way system operates within the grounds and exit via the entrance gate is prohibited. The only vehicle exit gate is past the tennis courts and out via the rugby club. **Please refer to the map supplied with your stall allocation letter and follow the information re the direction of traffic flow.**

You must arrive early to set up your stall. The entrance gate will be open from 8.00am. **No vehicles will be allowed to enter the grounds after 10.00am.** If you arrive after 10.00am you can still set up your stall but you will have to carry everything in from the car park. No refund will be payable if you cannot gain entry.

**There is a 5 MPH speed limit and hazard lights must be used.**

All vehicles that have not booked and paid for a parking spot next to their stall area must exit the site by **10am** at the very latest. There is no other parking in the Abbey grounds

As usual the safety of all our visitors, stallholders and other participants is paramount. Subject to our Health and Safety Officer advice, the entrance and exit gates will be re-opened at 5.30pm. **NO vehicle movement will be allowed within the site before 5.30pm apart from emergency vehicles.** Anyone seen or found trying to move vehicles between 10.am and 5.30pm will stopped and turned back by security unless you have permission or have been told to do so by a Festival Officer .

Please return the completed application form. **Payment is due at the time of booking and your stall number will not be allocated until payment is received.**

Invoices can be sent if required. Please include your email address on the form so that we can send out confirmation by email to cut down on our postage costs.

Stall allocations are sent out by email about four weeks before the event. We will contact you immediately and repay your payment if we are unable to offer you a stall. The confirmation letter is your receipt.

**BACS** payment is available and to take advantage of this please email back your form with a scanned signature. **Please ensure that you put your surname, organisation name and BACS reference in the payment details.**

Payment should be made using the following bank details.

**Sort Code      54-21-60**  
**A/C Number    02105764**

Cheques for the full amount should be made payable to '**KIRKSTALL FESTIVAL**' and sent to:

**Kirkstall Festival at 29 Newlay Lane, Leeds, LS13 2AL**

Looking forward to seeing everyone again this year ,

Iola

If you have any queries please email [stalls@kirkstall.org.uk](mailto:stalls@kirkstall.org.uk)

or contact Iola on 07949 595281