



Festival Date: Saturday 13th July 2024

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 be 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

APPLICATION FOR STALL 2024

PLEASE COMPLETE IN CAPITAL LETTERS

Organisation

Person Booking

Address

Postcode

Phone number

Activity of Stall

Email

Circle Area Preferred

(Offered in order of application and payment received)

A B C D E F

For each 3 metres of frontage, charges are as below.

We do not supply gasebos.

£40 Voluntary organisations / charities

£55 All other stalls

Booking Requirement:	Number	Payment
3m stall frontages		
Hire of trestle table (if required) at £20.00 each		
Additional refundable deposit for trestle table £20.00 each		
Car space behind stall at £35.00 each		
Car space with disability permit Free		
TOTAL PAID		
BACS PAYMENT REFERENCE		

If you have any queries please email: stalls@kirkstall.org.uk
or contact lola on 07949 595281

Stallholders must take personal responsibility for the conduct of business on their stall, transactions with their customers and the general operation of the stall in a safe and secure manner. Kirkstall Festival cannot reasonably be expected to offer any warranty or guarantee, whatsoever, in respect of the goods, services, organisation, disposition of and facilities offered by stall-holders. It is a condition of allocation by the Festival of a stall to all stall holders that they agree to take full responsibility in relation to these matters and that they will indemnify against any and all liabilities the Kirkstall Festival and the Trustees of the Community Association. Any and all claims that may arise from third parties in consequence of the activity undertaken on their stall shall be the responsibility of the stall holder. This requirement forms part of the contract between the Kirkstall Festival and the stallholder. Stalls selling goods deemed to be inappropriate will not be accepted.

PLEASE READ AND SIGN DISCLAIMER ABOVE

