

FERMANAGH & OMAGH DISTRICT COUNCIL
Traders, Craft & Food Stall Holders' Application Form

APPLICATION FOR A STALL at:

- **Halloween Fireworks Event Enniskillen: Tuesday 31 October 2017**
- **Halloween Fireworks Event in Omagh: Tuesday 31 October 2017**
- **Omagh Christmas Market: Saturday 25th November 2017**
(At Christmas Lights Switch-On Event – Located in Old Market Place)
- **Enniskillen Christmas Market: Saturday 25th November 2017**
(At Christmas Lights Switch-On Event – Located in Middletown Street)

Application Guidance Notes

Fermanagh and Omagh District Council invite applications from traders, craft & food Producers for events listed above.

Fermanagh and Omagh District Council are happy to consider applications from traders, craftsperson or food producer, wishing to sell and/or demonstrate **high quality arts, crafts, gifts, food and drink (no alcohol permitted)**. All goods must comply with consumer legislation. Due to the high number of applications expected, applications from businesses based within Fermanagh and Omagh District Council area will be given priority. Organisers reserve the right to refuse any application.

All applicants will need to supply evidence of £5M Public Liability Insurance cover.

Please note that spaces are limited. An application should not be considered confirmed until the applicant has received a letter of confirmation from the Council.

COMPLETED APPLICATION FORMS SHOULD BE RETURNED BY EMAIL TO

oonagh.donnelly@fermanaghomagh.com

Completed application forms may also be returned in a sealed envelope to:

Fermanagh & Omagh District Council
Christmas Craft & Food Fair
Strule Arts Centre,
Townhall Square,
Omagh.
Co. Tyrone,
BT78 1BL

Fermanagh & Omagh District Council
Christmas Craft & Food Fair
Townhall,
2 Townhall Street,
Enniskillen,
Co. Fermanagh,
BT74 7BA

CLOSING DATE FOR APPLICATIONS: FRIDAY 20 OCTOBER 2017 @ 2pm

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED
AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED**

APPLICATION FORM

Please tick to indicate which Craft & Food Fair(s) you wish to attend.

Halloween Fireworks Event in Enniskillen: Tuesday 31 October from 6pm - 8.30pm. Applicants will be required to provide their own cover, stalls and tables. . Access to 13 amp sockets and a water tap is available. **Event Cost: £40 +VAT	
Halloween Fireworks Event in Omagh: Tuesday 31 October from 6pm - 8.30pm on the OASIS Plaza. Applicants will be required to provide their own cover, stalls and tables. Access to 13 amp sockets and access to a cold water tap can be provided. Please note that access is up 1 floor via a goods lift and there is no vehicular access to the OASIS Plaza. **Event Cost: £40 +VAT	
Enniskillen Christmas Lights Switch-On Event - Christmas Market: Saturday 25 November 2017. This event will be part of the Christmas Lights Switch-On event. The fair will be held in Middletown Street (the vicinity of the Buttermarket linking to the Diamond) from 12noon – 6pm. No marquee will be provided. Applicants will be required to provide their own stalls, tables, chairs and power source. **Event Cost: £40 +VAT	
Omagh Christmas Lights Switch-On Event - Christmas Market: Saturday 25 November 2017. This event will be part of the Christmas Lights Switch-On event. The fair will be held in Old Market Place from 12noon – 6pm. No marquee will be provided. Applicants will be required to provide their own stalls, tables, chairs and power source. **Event Cost: £40 +VAT	

****Following assessment the successful applicants will be asked to make payment to secure their location within the event.**

APPLICANT DETAILS

Name:		
Trading As:		
Address:		
Email:		
Contact Phone:		
Description of Product/Service (including indication of retail price range £stg)		
Have you enclosed an image of your product & display stand/vehicle? (Mandatory)	Yes	
Is your business located within Fermanagh and Omagh District Council Area?	Yes	No
Is your product made in Ireland?	Yes	No

Have you enclosed a copy of your Public Liability Insurance? (Mandatory) Level of cover required: £5M Public Liability £10M Employers Liability (if applicable)	Yes	No		
Please provide details in terms of size of any display stand you may intend to assemble:				
		Length	Breadth	Height
	Display stand			
	Vehicle			
	Marquee			
If you are bringing your own appliances, please list: a) Detail electrical or gas appliances b) Required wattage for each appliance c) Silent generator				

TO BE COMPLETED BY FOOD PRODUCERS ONLY

Are you registered as a Food Business? (Mandatory)	Yes	No
Please give name of Council you are registered by:		
What is the date of your last Food inspection		
Have you had any Food Hygiene Training: (please tick yes or no)	Yes	No
If yes, please give the level of training and the year it was attained		
Will you be providing hot food?	Yes	No

All traders who will be directly handling food produce are required to have adequate hand washing facilities, to include hot and cold water, soap and a means of hand drying. Food Producers using gas must provide a safety gas certificate from a registered gas installer where LPG fuelled appliances is used. Food Producers must be registered with their Local Council and have a valid Food Hygiene Rating of 4 or above. Food Producers must provide up to date, signed and dated Risk Assessments. Your details may be passed to the Environmental Health Department who may contact you.

The Street Trading License will be held by Fermanagh and Omagh District Council and not by the applicant.

DECLARATION: I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Signed: _____

Name (BLOCK CAPITALS): _____ Date: _____

(Official Use) Received by: _____ Assessment Score: _____

Timeline:

Recruitment from 21 September 2017.

Deadline for applications Friday 20 October 2017.

Assessment, notification of successful applicants and request for event payment before Friday 27 October 2017.

**Please include two images of your product and
a copy of certificate of Public Liability Insurance with your application**

For any queries, please contact Fermanagh and Omagh District Council.

Tel no: 0300 303 1777 ext 20317

Email: oonagh.donnelly@fermanaghomagh.com