|  |  |
| --- | --- |
| [Image result for carnoustie gala committee logo](https://www.bing.com/images/search?view=detailV2&ccid=qgXZTfGT&id=8624728B9B197B0AA7198AA0D68954A85AE07A48&thid=OIP.qgXZTfGT9Js1AROvxGsMLgAAAA&mediaurl=https%3a%2f%2fwww.carnoustiegala.org.uk%2fwp-content%2fthemes%2fgala%2fimg%2flogo.png&cdnurl=https%3a%2f%2fth.bing.com%2fth%2fid%2fR.aa05d94df193f49b350113afc46b0c2e%3frik%3dSHrgWqhUidagig%26pid%3dImgRaw%26r%3d0&exph=598&expw=446&q=carnoustie+gala+committee+logo&simid=607991314325208485&FORM=IRPRST&ck=154E98F954F0EA8BEDB0F0F679DAC756&selectedIndex=0) | CARNOUSTIE GALA DAY – SATURDAY 5TH JULY 2025  APPLICATION FOR STALL |
| Name of Business ……………………………………………..…..…… Contact Name …………….……………………………………………………    Address ……………………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………… Post Code ………………………………………………………….  Contact Telephone No …………………………………………….……. Mobile Tel No …………….…………………………………………..…  E-mail …….……………………………………………………………………  Description (Food/Clothes/Amusements etc) …………………………………………………………………………………………………………  No of Stalls ……………………………………………………………..  Sizes in feet: Frontage Stall 1 ……………………… Stall 2 …………………………….. Stall 3 ……………………………………….  Depth Stall 1 ……………………… Stall 2 …………………………….. Stall 3 ……………………………………….  Height Stall 1 ……………………… Stall 2 …………………………….. Stall 3 ……………………………………….  *ALL MEASUREMENTS TO INCLUDE GUY ROPES ETC* | |
| Do you use generators/van engines for power (Y/N) …………………. Stall No …………………..  Do you have any special requirements (e.g. Stalls together) ……………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………….  *PRICING:- £5/foot (Frontage)*  **Please note payment must be sent with your application together with a copy of your public liability insurance or the disclaimer on the reverse signed.**  **Cheques made payable to Carnoustie Gala Committee**  **We would request you donate a raffle prize to help the committee**  **please advise of prize ……………………………………………………………….** | |
| Please return the completed application form to:- Linda Robb, 9 Craig Place, Carnoustie, DD7 6DL  **Application form and payment must be received by the Committee no later than 31st May, 2025**  PLEASE NOTE: Stalls will be allocated as per site plan but every effort will be taken to ensure a fair distribution of stalls, so make sure you give an accurate description of your stall.  Any queries, please contact Linda Robb 07762 632680 or Jen Taylor 07515 115537 | |
| **FOR GALA USE ONLY**  **DATE APPLICATION SENT ………………………………… DATE APPLICATION LIABILITY REC’D ……………………………………..**  **DATE ACCEPTANCE SENT …………………………………**  **PAID (AMOUNT) £…………………………………. GALA REF NO …………………………………………….**  **STALL NO ………………………………………………….** | |

Carnoustie Gala Committee

Dear Stall Holder,

Arrangements are now being made for this year’s Gala Day on 5th July 2025.

Entry to the grounds is via Queen St and stall allocations will be after 8am on Gala Day itself **NOT BEFORE**. If you arrive early, you will have to wait. **The gates to the Grounds are permanently locked, therefore parking overnight in the Grounds is not available.** There is however a caravan site adjacent to the grounds.

We have been advised by Angus Council to obtain from stall holders a photocopy of their Public Liability Insurance policy. If you represent a Charity, please obtain this from your Head Office. **Please include this with your application including payment.**

We would remind you of your obligations regarding public health and safety and would also remind you that it is illegal to supply alcohol to those under 18 years of age. This is something to bear in mind with Tombola stalls etc as this includes prizes. Any minor who may win a prize involving alcohol should be asked for their name and address. The prize, together with the above information should be taken to the Gala Committee Tent. The prize will then be delivered to the parental home. It is also strongly suggested that gas filled lighters are not supplied, for sale or as prizes to minors. **The selling of knives etc or as prizes is strictly forbidden.**

Please note:- As Carnoustie Gala Committee has now to apply and pay for an Entertainments Licence it falls under the scrutiny of Angus Council Licensing Department and Environmental Health Department. Therefore the following applies:-

**Out of Date Goods or Pending Out of Date Goods**

Can we please draw your attention to the current Trading Standards Regulations regarding Out of Date Goods or Pending Out of Date Goods. Please do not have any goods as prizes or for sale on your stall that do not comply with the above regulation.

**Legal Requirements for Cooking Food on Gala Day (as per Current Food Hygiene Standards)**

Please submit the following with your application:-

1. A copy of your **PUBLIC LIABILITY INSURANCE**
2. A copy of your **FOOD HYGIENE CERTIFICATE**
3. A copy of your **RISK ASSESSMENT**

You are also legally required to maintain a **FOOD SAFETY BOOK**

There will be no exceptions to the above as this has severe legal implications for both the Carnoustie Gala Committee and the stallholder

**Stall allocation and conditions**

You will be advised of your stall number and pitch allocation on the day.

You are allowed into Carnoustie House Grounds via the main gate (Queen Street) after 8am on Gala Day (see enclosed map). Follow directions for stalls where you will be met by a Committee member and given your allocation. Our parade arrives at Carnoustie House Grounds approx. 2pm.

As the public start to arrive approximately 11am, you must have your stall set up before 10:30 as due to Health & Safety Regulations and the submitted Risk Assessment to Angus Council, we are not permitted to have vehicle traffic in the walkways when there are people walking around.

If you are a stall holder and you arrive after 11am, you must park in the Public Car Park access via Balmachie Road then contact myself or Jen Taylor (Chairperson) and we will attempt to escort you to your site.

We try not to have similar stalls adjacent to one another, so please give an accurate description of your stall, and any special requests as re-locating stalls on the day is not always possible.

Please state on the relevant application form whether you will be using generators, vehicles etc for power as some of our stalls request not to be placed next to fumes/noise etc.

Irrespective of the size of your frontage, you have a total depth of 20ft. For example, a 10ft deep stall with 10ft parking behind the stall, 20ft stall with 20ft parking behind the stall or you can use the entire depth of the stall but with no parking facility and your vehicle(s) would have to be parked in the public parking area. How you use the total depth is up to you.

Can we please emphasise the importance of giving accurate measurements of your stall on the relevant application form.

As the stall area is bounded by trees, we need an accurate frontage, depth & height measurement. If your stall is deeper than 20ft, please highlight this on the form.

Your fee is priced on frontage measurement eg 10ft frontage is 10 x price/ft quoted on application form. Your stated frontage measurement must take into account any guy ropes e.g. if you have a 10ft gazebo but want to have guy ropes 2ft either side, then your total frontage would be 14ft.

As per Health & Safety etc, you are not permitted to have any item in front of your stall – this includes guy ropes, seats, tables etc.

**Booking Conditions**

1. No bookings for stalls will be accepted unless an application form is submitted
2. No bookings for stalls will be accepted unless your fee, a copy of your Public Liability Insurance (or the disclaimer signed – in the application pack) accompanies the application form
3. Your stall allocation is not guaranteed until you have received a confirmation/receipt from the committee advising that your application has been accepted and payment received. PLEASE NOTE ALL MONIES ARE NON REFUNDABLE
4. If you are booking more than one stall and require them to be adjoined, please note this on your application form, If you require spaces between them, then you must include your spacing in your total frontage size requirements, i.e. you will only be allocated the frontage size that you have requested.

**Please note that Carnoustie Gala Committee is the sole agent for stall bookings, there are no third parties or agents accredited by the Committee.**

There will be no exceptions to the above conditions and they will be strictly applied.

We do not operate an exclusivity policy, however because of the increasing demand for stalls we will be operating a first come, first served policy.

**We therefore emphasise the importance of submitting your application form etc together with your payment as soon as possible.**

**Bucket/Can Collections**

Please note you are not permitted to traverse the park area for the purpose of collecting monies etc (i.e. bucket or can collections/selling raffle tickets/distributing flyers etc)

However you are permitted to have collection buckets/cans/raffles/flyers etc within the confines of your stall.

**Gazebos, Tables etc**

Carnoustie Gala Committee does not supply gazebos, tables, chairs etc for your stall – please bring your own.

**HEALTH & SAFETY**

**Please note, as per Health & Safety regulations, you are not permitted to have any obstructions, guy ropes etc beyond or in front of your designated space.**

**Please also note, that due to Health & Safety, all vehicles other than those parked immediately behind stalls must vacate the Main Arena and walkways by 10:30am and will not be allowed to return, so please make sure you are well stocked up.**

**Please do not park in front of or behind any ropes that define the boundary of your stall after 10:30am. Any additional vehicles must be parked in the public car park.**

**The main gate at Queen Street will be closed and manned and all traffic stopped after 10:30am and access to the Main Arena via Balmachie Road after 10:30am will also be manned and traffic stopped.**

**Access to the Main Arena from either entrance will be barred after 10:30am, so if you leave the Main Arena and will be returning after 10:30am you will have to enter via Balmachie Road and park in the public car park. Do not attempt to drive back to your stall as you will be stopped.**

**THE ENTRANCE VIA THE MAIN GATE IN QUEEN STREET MUST BE KEPT CLEAR AND NO VEHICLES WILL BE ALLOWED TO PARLK ANYWHERE ALONG THE ROAD LEADING TO THE MAIN ARENA. THIS IS TO ALLOW THA PARADE TO ENTER AND LEAVE THE PARADE ARENA SAFELY AND WITHOUT HINDRANCE.**

**We will not permit vehicles to traverse the walkways after 10:30am. If your vehicle has to leave the Main Arena before the end of Gala Day you must have the approval of myself or our Chairperson Jen Taylor as we will have to arrange an escort for you.**

**AS OTHER AREAS OF THE PARK ARE NOW USED e.g. DOG SHOW etc YOU MUST NOT DRIVE OFF WITHOUT THE PERMISSION OF THE GALA COMMITTEE AND YOU MUST BE ESCORTED BY COMMITTEE MARSHALLS.**

**Please make sure all your staff are aware of the above conditions as there will be no exceptions.**

**On submitting your application, you are agreeing to abide by the above conditions.**

If you have any queries or problems, please contact Linda Robb 07762 632680 or Jen Taylor 07515 115537

We hope you have a successful day and that we get good weather

Carnoustie Gala Committee

|  |  |
| --- | --- |
|  | **CARNOUSTIE GALA COMMITTEE** |
|  |  |

I ……………………………………………………………………………………….

Representing Company/Club ……………………………………………

Accept that Carnoustie Gala Committee in relation to all matters concerning the above Company/Club will not be held liable for loss, damage or injury during Gala Day on 5th July 2025.

We also understand that Gala Day may be cancelled or deferred or subject to change within Government Restrictions.

Signed …………………………………………………..

Date ………………………………………………………