

Sharrow Vale Community Association



IMPORTANT INFORMATION

Before completing your application for a stall, please take time to read the important information below. We cannot process an incomplete application so please make sure that you have supplied all the required information and documentation when you send in your form.

- All sections of this form must be filled in
- All stalls now need to provide evidence of public liability insurance cover showing expiry date. Details of your insurance must be submitted with your application.
- All stalls now need to evidence a risk assessment using the application form on the website.
- All food stalls will need to provide evidence of the above and fire risk assessment for hot food delivery
- All food stalls need to provide your food hygiene rating (if applicable).
- All details must be supplied on the application form.
- Please also read the FAQs and Figures on the supplementary page to ensure you are happy with what is expected from you and what you can expect from us before sending in your application.

Please note: If your information has not been supplied on the application form then your stall will be offered to someone else who wants it more and can supply the information in time.

If you have any problems regarding insurance, please call 0114 2680003.

Please check where your stall is beforehand, so that you can use the correct entrance.

ZONE A - STALL NOS 1 - 66

ZONE B - STALL NOS 67 - 80

ZONE C - STALL NOS 81 - 91
approach from the east side of the road and turn right off Vale Road. Zones B & C please

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SHARROW VALE MARKET - STALL APPLICATION FORM

Next market: **July 8th 2018** Time: 12 noon to 4pm

Where: Sharrow Vale Road, Sheffield, S11 8ZG & Stewart Rd Carpark, Sheffield S11 8XT and beyond!

If you would like to apply for a stall at the next Sharrow Vale Market please complete IN FULL with as much information as possible, and return this application form by the **deadline June 1st 2018**.

Please print out this form and make sure all fields are completed before posting it to us.

Hot food stalls cost £80, cold food £60, all other stalls cost £40 - payable with your application.

I wish to reserve space for a stall at the above market and my details are:

*	Contact name:					
*	Name of Stall:					
*	<u>Telephone AND Email:</u>					
*	Address + postcode:					
*	Name on cheque (if different from above)					
*	It is essential for you to give details of the items that you intend to sell; stating if any are homemade and mentioning any special attributes. Basically...why should we pick you? Photos welcome! PLEASE DO NOT BRING COMPLETELY DIFFERENT THINGS TO THOSE YOU HAVE DESCRIBED.					
*	Preferred location: Please tick for 'yes' or cross for 'no'	Sharrow Vale Rd	Stewart Rd Carpark	Hawley's Forecourt	Near amplified music	No preference

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- * Do you have any special requirements for your stall? i.e. electricity is NOT supplied by the organisers.

If you plan to sell foodstuffs and drinks - OBLIGATORY INFORMATION

*	The name you have registered with your Local Authority	
*	Which local authority? Eg Sheffield	
*	What is your Food Hygiene Rating?	

Check list

Before posting your application to us, you can use this checklist to make sure you have included all the necessary information.

Item	Done
Completed application form -all fields filled in.	
Evidence of public liability insurance	
Generic Risk Assessment	
Fire Risk assessment (hot food stalls)	

Please send your completed application to

Sharrow Vale Market
328 Sharrow Vale Road
Sheffield S11 8ZL

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FAQs & Figures

Please retain this page for your reference!

- *This is an 'Application Form' and not a guarantee that you have reserved a space.
- We aim to contact you a month before the market date to let you know if you have been successful or not; you will receive an email either way. Please make sure we are on your safe senders list. You will be told the pitch number in that email, please note which 'zone' it is in from the first page of this document.
- If your application has been unsuccessful your cheque will be shredded **after** the market applied for, just in case you are chosen for a cancellation. If you would like it returned to you please send a stamped addressed envelope with your application or after the market date.
- Sharrow Vale Rd is a one-way road for most of the area used for the market. This is not officially closed until 9.30am and reopens at 5 p.m. We do not like stalls to be cleared before 4pm, even if you have run out of produce, please take the opportunity to market yourself/your products.
- All road space will have been allocated for stalls, so vehicles must be parked off site. There is stallholder parking at Kingfield Synagogue - 127 Psalter Lane, S11 8UX; this is a way away so you will need to have thoroughly unpacked your vehicle. There is no space to have your vehicle parked near or next to your stall once unpacked.
- You will be allocated a 3m x 3m space. If you have a requirement for more please specify this on your application form; increased charges may apply depending on the size required.
- Only space is provided: there are no tables or gazebos for you to use, you must bring your own stall set (inc. weights) and make sure it is weatherproof! ☺
- There is no electricity provided.
- There is a WC for stallholders located at the rear of the Pet Shop.
- Stallholders handling food are required by law to have undertaken Food Hygiene training and operate in accordance with current UK legislation.
- All stallholders using bottled gas or any other inflammable substance need to have appropriate safety equipment including fire extinguisher (powder for gas), fire blanket and heat resistant gloves and provide us with a Fire Risk Assessment before the market.
- All stallholders are required to have their own Public Liability to be shown on the application form..
- In the event of our cancellation of the market your payment will be returned in full or held over for the next market by your instruction.
- In the event that you wish to cancel after being approved: your deposit will only be refunded if we are successful in filling your allocated space. If you wish to cancel within 2 weeks of the event you may not be eligible for a refund although we will do our best to find a replacement. No matter how late, if you can't attend please do let us know, it is likely there will be others who would jump at the chance to have a pitch.

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- This is a community run market; please **do not leave trade waste** on site or you may not be invited to attend again as you may have unwittingly found that you have contributed to the SVCA being charged with flytipping.

POLITE FOOD REQUEST - OUR NEW FOOD POLICY

- After discovering trade waste left for us to clear up (which should not have happened anyway), it has been upsetting to see good food go to waste and so members have requested we try to have a food policy.
- Hopefully you will sell out of stock! But in the event that you have not achieved that we politely ask that you donate any foodstuffs to be thrown away to us to give to either:- any of the charities that may have been present at the market, or, if none suitable, that we can deliver to a suitable charity in the area.
- Please come to the main marquee to request a green bin liner, which we will use to differentiate waste from food.

Sharrow Vale Community Association



The Sharrow Vale Community Association (SCVA) aims to highlight Sharrow Vale as a great location to live, work and spend recreational time and to build a great community for all its residents, businesses and visitors. The Sharrow Vale Markets are one of the ways in which we try to do this. With this in mind we feel we need to keep the market interesting, varied and vibrant so that visitors keep coming and so that it will be a busy day for you...which so far seems to have had the desired effect!

Our market has become a popular choice for stallholders and we usually find that we are over-subscribed for stall space which means that some applicants have to be let down. As a voluntary group we try to be fair to all applicants and spend a lot of time hand-picking what we feel will be a good mixture of stalls for the day from the applications received. We have developed a formula which we consider fair and take into account such things as the number of applicants selling similar items; if a stallholder has attended before and how many times; if stalls are bringing something 'new' to the market; our local shops' interests and what the visiting public are looking for.

If you are unsuccessful on one occasion please do not let this put you off applying for subsequent markets, it's just that we are trying to give everyone a chance, you will be given more priority next time. The market is constantly evolving as we continue to learn how best to do things, albeit by our mistakes! We understand that the placement of stalls is important to you but we have a number of factors that must be considered from health and safety, to rotating stall locations in the interest of fairness, to drainage! Stall locations are allocated with all this in mind plus any request that may be stated on your application form; therefore unless there are significant reasons highlighted a particular stall location cannot be guaranteed.

The proceeds of the Sharrow Vale Markets go towards improvements in our area and to local good causes as agreed by the Sharrow Vale Community Association and have included Hunter's Bar Infant School, Whirlow Hall Farm Trust, Sheffield Renewables, the local site of the Salvation Army, MHA Sheffield Live At Home Scheme, The Sheffield Samaritans, Guide Dogs Sheffield, Friends of the General Cemetery.

If you have any queries please contact sharrowvalemarket@gmail.com. If you would like to know more or get involved with the market or Association email us at the same address or 'like' [Sharrow Vale Market Organisers](#) group +/or like [Sharrow Vale Community Association](#) page on Facebook or visit www.sharrowvalecommunityassociation.co.uk

Thank you for your support!