

# Sharrow Vale Community Association



## Applying for a stall at Sharrow Vale market

1. Print out the application form and complete it to supply the information required. All sections of the form must be filled in. Incomplete forms cannot be processed.
2. Post the completed form, together with a cheque for the relevant fee to  
**Sharrow Vale market**  
**328 Sharrow Vale Road**  
**Sheffield S11 8ZL**
3. **Stall fees**  
Hot food £80  
Cold food £60  
All other stalls £40
4. All cheques should be payable to **Sharrow Vale Community Association (SVCA)**
5. **All stalls** must provide evidence of public liability insurance cover including the expiry date. Details of the insurance must be submitted with your application. If you have any problems with insurance please ring 0114 2680003 for advice.
6. **All stalls** need evidence of a risk assessment. There is a risk assessment form available to download from the website.
7. **All food stalls** must provide both evidence of the risk assessment (see 6 above) and a separate fire risk assessment. (Form available to download from website)
8. **All food stalls** must provide your food hygiene rating (if applicable)
9. Please read the supplementary information in the Frequently Asked Questions section before sending in your application form. This should answer most of your queries and ensure that you know what is expected from you and what you can expect from us.

**Many thanks**

# Sharrow Vale Community Association



## Stall application form

Application for Sharrow Vale market 7<sup>th</sup> April 2019

<b>Name of stall</b>	
<b>Contact name</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Address and postcode</b>	
<b>Name on cheque (if different from above)</b>	
<b>Details of the items you plan to sell</b>  Please describe as fully as possible the type of produce that you will be offering for sale. Include any special information such as whether items are locally reared, homemade etc. Photos welcome!  Please do not bring completely different things to those described!	
<b>Do you have any special requirements for your stall?</b> Please note: the organisers cannot supply electricity or gazebos	

<b>Preferred location</b> (tick for yes or cross for no)	Sharrow Vale Road	Stewart Rd car park	Hawley's forecourt	Near amplified music	No preference
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Stalls selling food or drinks must provide the following information.

<b>The name you have registered with your Local Authority</b>	
<b>Name of Local Authority registered with Eg Sheffield</b>	
<b>What is your Food Hygiene rating?</b>	

**Check list**

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

<b>Item</b>	<b>Done</b>
Completed application form -all fields filled in.	
Evidence of public liability insurance	
Generic Risk Assessment	
Fire Risk assessment (hot food stalls)	
Cheque made payable to SVCA for stall fee	

**Please send your completed application to**

**Sharrow Vale Market**

**328 Sharrow Vale Road**

**Sheffield S11 8ZL**

**Closing date for applications March 8<sup>th</sup> 2019**

## **FAQs**    **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.

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.