



GOLOWAN FESTIVAL 2012, PENZANCE  
**MAZEY DAY – SATURDAY 23 JUNE**  
**QUAY FAIR DAY – SUNDAY 24 JUNE**

**STALLS INFORMATION AND APPLICATION FORM – PLEASE READ CAREFULLY**

**WELCOME TO THE ‘BIG WEEKEND’**

Over 30,000 people throng the town centre on Mazey Day for the unique Golowan experience, while on Quay Fair Day, the focus moves to the harbour area and the promenade, where our very own Golowan Olympic Games - the GOLympics on the Prom – will be held.

**IMPORTANT INFORMATION AND BOOKING CONDITIONS**

**Traders failing to comply with any of the following conditions may be closed down.**

- Roads within the market areas will be closed from 07:00 to 20:00 (open earlier if safe to do so).
- Your vehicle must be clear of the closed areas by 08:30 on Saturday and 10:00 on Sunday.
- Vehicular access for stallholders is allowed after 17:00 but only if it is deemed safe. Please wait for announcements. Long delays may occur if pedestrians stay late. To assist Street Cleaning, your vehicle must leave no later than 6pm. Safety is our priority and we do appreciate your cooperation. Please respect our volunteers who give up their free time for your benefit. Stallholders delaying packing up risk not being invited back to the Festival.
- Submission of your application does not guarantee a place. However, you are encouraged to apply early. Stallholders who have been with us before may be given preference. Joining instructions will be issued two weeks before the Festival.
- Full payment is required with your completed application (no post-dated cheques, please).
- Golowan Festival accepts no responsibility for any loss or damage which may arise directly or indirectly during the event.
- **All stalls must produce a copy of valid Public Liability Insurance; you may need to speak to your insurer about this.** Gas and electrical certificates, Basic Food Hygiene Certificates and Risk Assessments, if applicable, must be submitted with the application.
- No electricity is supplied. ‘Silent’ generators may be used by prior arrangement.
- Trading in henna tattooing, air horns, BB guns, catapults or stink bombs is not allowed. Stallholders are required to keep all adjacent steps & ramps clear for pedestrians, to keep within their allocated area and must remove all rubbish from their site.
- Food stalls must supply their own rubbish bins and keep their immediate area clean. All crockery and cutlery etc must be recyclable.
- The Organisers do not provide tables or chairs.
- There will be an administration charge for cancellations of 10% up to 30 April and 25% from 1-31 May. We regret that fees cannot be reimbursed for cancellations received after 31 May. No refunds will be made due to bad weather.
- **Charities and Voluntary Organisations do not have to pay the Cornwall Council licensing fee. However, they do need to complete the application form for Permission to Hold a Charitable Street Collection. This must be submitted along with the Stalls Application Form to the Golowan Festival Office.**
- ***Both pages of the stalls application form must be submitted to the Golowan Office.***



# GOLOWAN FESTIVAL 2012 STALLS APPLICATION FORM

Business/Organisation Name.....

Surname.....Forenames.....

Title .....Address.....

Post Code \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Daytime telephone no/mobile no.....

Nature of business /  
Description of products to be sold\_\_\_\_\_

Size of pitch required: **Please check calculations as incorrect information may lead to cancellation.**

Frontage \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Previous year's trading position \* \_\_\_\_\_

\* Specific positions can be requested but are NOT guaranteed

**Please indicate the space you require and on which days:**

Trade Category	COST OF STALL SPACE (6 foot frontage)					EXTRA SPACE PER FOOT		CORNWALL COUNCIL LICENSING	
	SATURDAY Option A. Market Jew Street	SATURDAY Option B. All other areas	SUNDAY **	BOTH Option A and Sunday	BOTH Option B and Sunday	SATURDAY	SUNDAY		
Charity/Voluntary Organisations	£30.00	£30.00	£25.00	£50.00	£50.00	£5.00 per foot	£4.00 per foot		<b>TOTAL COST</b>
Cost									
Traders*	£77.00	£70.00	£55.00	£111.00	£105.00	£11.00	£8.00	£12.00	<b>TOTAL COST</b>
Cost									
Caterers (In Green Market only on Saturday)*		£63.00	£55.00		£100.00	£11.00	£8.00	£12.00	<b>TOTAL COST</b>
Cost									

\* Traders and caterers with existing businesses in Penzance (not market traders) may deduct an additional 15% discount from the cost of their stalls prior to adding on the CC licensing fee.

\*\* On Quay Fair Day (Sunday) we are planning an event on the promenade. It is possible that there may be opportunity for some caterers and traders to have pitches here. Please tick the box if interested in a promenade pitch.

Cornwall Council requires traders to obtain a street trading 'market' consent and also pay a licensing fee, which we are administering on its behalf. The £12 fee includes a Golowan administration charge. The licence allows you to trade on both days – there is no reduction for single days. Please note that your booking details/personal data will be forwarded to Cornwall Council in order for the Council to issue a formal street trading 'market' consent

Cheque enclosed £ \_\_\_\_\_ made payable to **Penzance Town Council**

***Please ensure that your cheque is for the correct amount, if you have a query over this please email the Golowan Office. Please do not send cash. Post-dated cheques are not accepted.***

**Closing date for the receipt of forms is 4 May 2012.**

Post your stalls application form, application to hold a street charitable collection form, payment, a copy of your public liability insurance and other certificates as applicable to:

**Stalls Manager, Golowan Festival Office, The Barbican, Battery Road, Penzance TR18 4EF.**

For further information, please contact the Golowan Festival Office – tel. 01736 369686, 07518 603955 or email [golowan@hotmail.co.uk](mailto:golowan@hotmail.co.uk)

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

Data Protection Act 1998

The Data Controller (in this instance the Golowan Festival and Cornwall Council) is required to comply with the Data Protection Act 1998 ("the Act") in respect of personal data provided by the Applicant. Section 4 (4) of the Act provides that, subject to Section 27 (1) of the Act, it is the duty of a data controller to comply with the data protection principles in relation to all personal data of which it is a controller.

Please be reminded that your booking details/personal data will be disclosed to Cornwall Council.

Please note that Cornwall Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.cornwall.gov.uk/nfi](http://www.cornwall.gov.uk/nfi)

Applicant's signature ..... Date .....

Please complete all sections of the application form, as incomplete applications will be returned to the applicant.

Please note that occasionally additional information may be required in order to process the application.