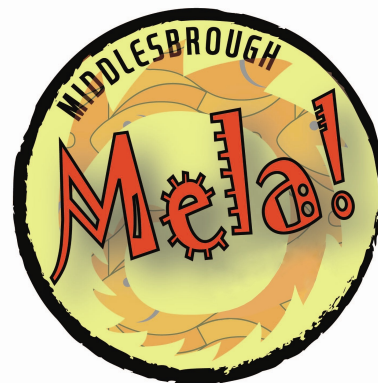


MIDDLESBROUGH MELA 2011 STALLS BOOKING FORM



Title Mr/Miss/Mrs/Ms/: _____

First Name: _____ Surname: _____

Business / Company Name: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

Email: _____

Charity Number (if applicable): _____

A Charity Number is essential for Information Stalls to qualify for the Charitable Status rate.

Please complete ALL relevant details clearly and correctly in order for us to process and confirm your application.

Without this form we will not be able to process your request for a stall at the Middlesbrough Mela.

Please return your application with payment to us before the closing date.

CLOSING DATE: Wednesday 20th June 2011

Applications received after this date will not be accepted.

Please select the type of stall that you are looking to book at the Middlesbrough Mela

Catering

Crafts

Fashion / Fabric / Music

Information (Charity)

Information (Non Charity)

Hair Braiding / Threading

Candy Floss / Sweets / Toys

Display Space / Promotional

Henna

Face Painting

Will you be using your own stall? Yes No

If yes, please give details of the size of the front of your stall in metres:

*If you are bringing your own **catering** unit, please telephone **07789 744657** to negotiate a ground rent fee. Negotiations will depend on which area in Albert Park you are pitched and the amount of space required.*

Middlesbrough Mela requires photocopies of all relevant certificates such as Public Liability Insurance, Food Safety and Hygiene Certificates and any Stall Insurance documents. Please send these along with your application forms.

Do you have valid certificates for Food, Health and Hygiene?

Yes

No

If yes, please provide evidence.

If you are booking a catering stall, what fuel will you be using to cook?

Gas

Electric

Other

If other, *please state*.....

Generators MUST BE DIESEL.

Petrol generators WILL NOT be permitted onto the Mela site.

Will you be bringing a generator?

Yes

No

Do you have insurance cover for your own goods, e.g. theft, damage, etc?

Yes

No

If yes, please provide evidence.

Vehicle Registration Number: _____
*(You will be permitted to park **ONE** vehicle behind your stall)*

How many people will be working on your stall? _____

Contact Person at Event: _____

Position: _____

Contact Number: _____

Payment

We will send payment details and your payment reference number to you once we have processed your form and agreed your rent fee.

You may provide your own stall or there are a small number of Mela-Supplied stalls available for hire, which are allocated on a “first come, first served” basis.

Please note you will only be allocated the amount of space you state on this form. If, on your arrival, the space is larger, your pitch will be moved and you will be charged according to the new dimensions. The Mela Committee reserves the right to refuse your pitch allocation with no refund under these circumstances.

Declaration

Have you read the Guidance Booklet? Yes No

Print Name..... Sign Name.....

Date / /

I have read and fully understand the contents of the Booking form and Guidance Booklet and agree to observe the Terms and Conditions set out by the Middlesbrough Mela Committee in the Guidance Booklet.

Failure to do so will result in your application being rejected. Any stallholder failing to comply with the Terms and Conditions could be refused a stall and / or a refund.

Please return to:

Email: melastalls@middlesbrough.gov.uk

Or

Post to:
Middlesbrough Mela
Cultural Services
PO Box 504
Town Hall
Middlesbrough
TS1 9FY

For office use only:

Acknowledgement and confirmation of booking.

Acknowledgement that the application has been approved, processed and that confirmation details have been sent to the stallholder's address stated in the booking form.

Stall ID Number:	Date Received:	/	/
Reference Number:	Date Processed:	/	/
Stall Type:	Payment Response:	/	/
Administrator Print:	Date Confirmed:	/	/
Administrator Signature:			

Mela-Supplied stalls: 2.4m frontage x 1.2m depth

Stall Type	Mela-Supplied Stall Prices		Days Attending		No. Of Stalls Required	TOTAL COST
	Saturday & Sunday	Sunday Only	Saturday & Sunday	Sunday Only		
			<i>Please tick days attending</i>		<i>Please state how many stalls you require</i>	<i>Stall Price x No. Of Stalls Required</i>
Catering <i>(using the stall provided)</i>	£475	£320				
Crafts	£160	£110				
Fashion/ Fabric/ Music	£250	£170				
Information (Charity)	£115	£80				
Information (Non Charity)	£145	£100				
Hair Braiding/ Threading	£145	£100				
Candy Floss/ Sweets/ Toys	£175	£120				
Display Space/ Promotional Activity	£710	£415				
Henna	£125	£85				
Face Painting	£95	£65				
					TOTAL COST	

Own Stall Supplied					
Stall Type	Cost per metre ground rent (frontage)		Number of metres (frontage)		TOTAL COST
	Saturday & Sunday	Sunday Only	Saturday & Sunday	Sunday Only	<i>Cost of ground rent x number of metres= total</i>
			<i>Please state size of stall</i>		
Catering (per stall on Main Field)	£950	£750			
Catering (on the Bazaar)	£145	£83			
Crafts	£62.50	£40			
Kulfi Ices (Per Trailer)	£150	£120			
Fashion/ Fabric/ Music	£92.50	£62.50			
Information (Charity)	£37.50	£25			
Information (Non Charity)	£50	£32.50			
Hair Braiding/ Threading	£35	£25			
Candy Floss/ Sweets/ Toys	£62	£40			
Display Space/ Promotional Activity	£230	£130			
Henna	£40	£27			
Face Painting	£30	£20			
				TOTAL COST	