

Carrickfergus Castle Food & Craft Market 2017



DfC

Department
for Communities
www.communities-ni.gov.uk



**Mid & East
Antrim**
Borough Council

Traders Application Form

Information & Requirements

Information

1. This event is organised by Historic Environment Division (Department for Communities) and Mid & East Antrim Borough Council.
2. Stall holders will not be charged for a stall at this market. A small fee may be charged for future similar events.
3. This event will take place on **Saturday 22nd April 2017 from 11am to 3pm.**
4. Set up will take place between 8.30am and 10am. The castle will open to the public at 10am, producers can sell food from then if they wish. All food must be available from 11am.
5. The public will be given FREE entry into the castle grounds.
6. Living History will take place on the day.
7. Stall holders must be equipped for all weather conditions unless they have stated otherwise on the application form.
8. Please note that vehicles can be permitted into the castle grounds for a short time during setup to unload.
Dimensions of gateway to determine vehicle accessibility: Width 200cm / 6ft 7ins Height 193cm / 6ft 4ins
Vehicles must comfortably fit within these dimensions for vehicle access to be allowed, otherwise equipment will have to be carried in.
Traders who are allowed vehicle access must unload and remove their vehicle immediately to the car park. The stall can then be arranged when the vehicle is off site. Vehicles cannot be parked on the hard stand immediately outside the castle.
9. Please note that stalls will be placed on hard ground and will have to be weighted down.
10. Depending on demand, traders may be chosen according to their pitch size.
11. We reserve the right to put stall holders into food categories in order to ensure there is a mixture of food at the event.
12. The majority of stall holders will sell food on the day. Some will be selected to sell packaged goods.
13. Large catering lorries will not be accepted.
14. Applications must be submitted by **5pm on Monday 20th March 2017.** More details below.
15. Submitting an application form does not guarantee a pitch at the market. If traders have been successful they will be notified by 3rd April 2017.

Requirements

1. We are looking for traders who source and use local produce. We encourage speciality, fresh and artisan foods.

Locally produced foods – foods sourced from and produced in Northern Ireland.

Speciality –a distinctive product whether foodstuff or craft that is significantly different and therefore not readily available in that form from other retail outlets in the Mid & East Antrim area.

Artisan - food produced by hand, by non-industrialised / small scale methods. Tastes and processes, such as fermentation, are allowed to develop slowly and naturally, rather than curtailed for mass-production.

2. Traders must provide a First Aid box equipped to deal with foreseeable accidents that could arise at their stall.
3. Traders must hold valid public liability and third party insurance and must produce evidence of this if selected for the market.
4. Traders are required to complete their own risk assessment and must produce this if selected for the market.
5. Traders must have a minimum food hygiene rating of 4 and attach a copy of certificate when submitting application.
6. Traders are required to remove all waste, including both rubbish and waste water generated from your stall.

Application

Name of applicant	
Company Name	
Company Status i.e Sole Trader, Partnership, Limited Company	
Address of applicant (including postcode)	
Contact telephone numbers Landline Mobile	
Email address	
Web address	
Description of the food / products you wish to sell at the market	

<p>It is preferable that producers provide their own outdoor stall. However in some circumstances we may be able to provide space indoors.</p> <p>Will you provide your own stall on the day?</p> <p>If yes, please provide dimensions.</p> <p>Please attach a photo</p>	
<p>Please state all electrical equipment you will be using: e.g. - freezer, fridge, tills etc & tick what your electrical requirements will be:</p> <p><i>*Please note all electrical items must have up to date Portable Appliance Test (PAT)</i></p>	
<p>Will you be using gas? (If so, you must have a gas safety certificate)</p>	
<p>Do you source and produce your food locally?</p>	
<p>Which Council are you registered with?</p>	
<p>Would you like to provide any further comments?</p>	

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Please provide the following attachments:

- Copy of Food Hygiene certificate (only those with minimum rating of 4 will be accepted).
- Photo of your stall if possible

All applications must be returned to: hedcommunications@communities-ni.gov.uk

OR

Angela Gregg
6th Floor – Historic Environment Division
Causeway Exchange
1-7 Bedford Street
Townparks
Belfast
BT2 7EG

BY 5pm Monday 20th March 2017.

If you have any questions, please email the address above or call 028 9082 3277.