



**Brackley Town Council**  
20 High Street, Brackley, Northamptonshire, NN13 7DS  
Telephone: 01280 702 441  
www.brackleynorthants-tc.gov.uk

### **Community Stall Holder Application Form**

**Event:** Brackley Town Fireworks Display supported by Mercedes-AMG Petronas Formula One Team

**Date:** Saturday 5 November 2022

**Event Address:** St. John's Site, Magdalen College School, High Street, Brackley, NN13 7DW

**Event opens to public at:** 17:00

**Firework display at:** 19:00

**Event closed to public at:** 20:00

**Duty Event Officer:** Georgia Connor - 07936 939269

Please read the following information which will make for a successful set-up and break down of the event. This information and guidelines have been drawn up to ensure your safety on and off site and for those attending the event.

In order to ensure the safety of your attendance at the event and for those attending the event, please read the following information. Please note that there will be no exceptions made to these guidelines whatsoever.

1. Magdalen College School, St. John's site is accessible from High Street, Brackley via slip road from main High Street.
2. It is the responsibility of each company / organisation to provide all necessary equipment in order to participate with this event. The organisers cannot provide any tables, chairs, gazebo's etc. which may be required by any company / organisation.  
**Please be aware you will need some form of light on your stall at night-time.**
3. Site will be open to vehicles at 15:00.

All vehicles **MUST** display the attached permit on vehicle windscreen.

Only 1 vehicle per company/organisation will be allowed to enter the site unless prior permission has been obtained by Brackley Town Council. All vehicles will be allowed to stay on site throughout the event at the rear of allocated pitch.

Event Marshall will be at site entrance to guide you to your allocated pitch. All pitch allocations are final and cannot be changed.

4. No vehicle movements will be allowed on or off site from 5pm.
5. The event will open to the public at 17:00, and will end after the Firework Display, which will take place at 19.00.

6. There will be no pitch fee for any not-for-profit organisation holders at this event.
7. There will be NO vehicle movements on or off site until such time as all members of the general public have left site. Event Marshalls will advise you when this can take place.
8. If for any reason you are unable to attend on the day, please let us know at the earliest convenience.
9. **Confirmation of attendance and agreement to the above:**

**Name and Address of Stall Holder:** As requested within the application form below.

**Public Liability Insurance:** All companies / organisations MUST submit evidence of current Public Liability Insurance to the organiser.

**Food Hygiene Certificates:** All food service organisations MUST submit copies of current Food Hygiene Certificate and Proof of Food Registration Certificate and also have these displayed at all times during the event.

**Risk Assessment:** All organisations need to carry out a risk assessment for your stall and activity. A copy of this risk assessment will need to be kept on your stall.

**Electrical and Gas Certificate:** All organisations need to submit evidence of their electrical and gas certificate for their stall/van if applicable.

**Alcohol Licence Form:** If applicable to your organisation, we have attached an event alcohol licence form. You will need to read, sign and return to Brackley Town Council.

**Copies of the above MUST accompany the attached form and returned to Brackley Town Council by email to [georgia.connor@brackleynorthants-tc.gov.uk](mailto:georgia.connor@brackleynorthants-tc.gov.uk) no later than Friday 30 September 2022. Thank you.**

**Please see page 3.**

**BRACKLEY TOWN FIREWORKS DISPLAY**  
Supported by Mercedes-AMG Petronas Formula One Team

**Saturday 5 November 2022**  
St. John's Site, Magdalen College School, High Street, Brackley NN13 7DW

**Confirmation of Attendance**

Name/ Organisation:	
Activity:	
Your Name:	
Address:	
Telephone:	
Email:	
Contact on the Day:	
Telephone:	
Email:	

I / we confirm attendance at the above event, and agree to all terms and conditions of attendance.

Signed: ..... Name: .....

I enclose evidence of the following documents:

Public Liability Insurance	YES / NO / Not appropriate
Food Hygiene Certificate	YES / NO / Not appropriate
Risk Assessment	YES / NO / Not appropriate
Alcohol Licence/Form	YES / NO / Not appropriate
Electrical and Gas Safety Certificate	YES / NO / Not appropriate