**SUPERSONIC BOOM  
1pm – 5pm, Wednesday, 14 August 2019  
Blaby Road Park, South Wigston**

**STALL HOLDER REGISTRATION FORM**

**PLEASE NOTE:** If you are under the age of 16 years this form will need to be completed, and signed, by a parent or guardian.

**CONTACT DETAILS**

This information will be used to contact you prior to Supersonic Boom in regards to your stall. If for any reason the event is unable to go ahead, i.e. severe weather, the contact provided below will be notified of the cancellation at the earliest possible opportunity.

|  |  |  |
| --- | --- | --- |
| **Stall / Group Name** | Stall / Group Name | |
| **Registered Charity Number (If Applicable)** | Registered Charity Number | |
| **Contact Name** | Contact Name | |
| **Email Address** | Email Address | |
| **Telephone Number** | Telephone Number | |
| **Address** | Address | |
| **Postcode** | Postcode |

**STALL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Stall and / or Activity** | Details of Stall and / or Activity | | |
| **Number of Tables Required (Tables are 6’ x 2’)** | Tables | **Number of Chairs Required** | Chairs |
| **Amount of Space Required** | Amount of Space Required | | |
| **Details of any Special Requirements** | Special Requirements | | |

**PAYMENT AND REQUIRED DOCUMENTATION**

There are three pitch fee tariffs utilised at Supersonic Boom which are identified below. Please select the tariff which applies to your stall;

|  |  |  |
| --- | --- | --- |
| **FREE** | * Non-profit stalls, including charities, youth groups, community services, emergency services, educational groups, and community groups, or * Hired services for Supersonic Boom.   **OR**   * Stalls informed as exempt by the Event Manager directly. |  |
| **£5.00** | * Any stall that falls outside of the above tariff description but are providing their own furniture. |  |
| **£10.00** | * Any stall that falls outside of the above tariff description and requires furniture to be provided. |  |

Payment of the required pitch fee should be made by no later than **5pm on FRIDAY, 2 AUGUST 2019**. In the event of Supersonic Boom being cancelled the pitch fees for stalls will be refunded within 30 working days of the event date.

Payment of the required pitch fee can only be made via the following methods;

* + - **CHEQUE:**

Cheques should be delivered to the Council’s Customer Service Centre on Bell Street, Wigston with reference ‘*43001/9646 – Supersonic Boom 2019*’ written on the rear alongside your stall / group name as provided on this form. If you are paying via cheque you must also provide confirmation of this, including the cheque number, below;

|  |  |  |
| --- | --- | --- |
| **I am paying the pitch fee for my stall by cheque, and will notify the Event Manager, via the details at the end of this form, once I have done so.** | |  |
| **Cheque Number:** | Cheque Number | |

* **CASH:**

Cash payments can only be made at the Council’s Customer Service Centre on Bell Street, Wigston via the Centre’s paying in machine. Payment should be made to Oadby & Wigston Borough Council account reference ‘*43001/9646*’. **Please note that pitch fee payments cannot be taken at Supersonic Boom.**

|  |  |
| --- | --- |
| **I am paying the pitch fee for my stall in cash, and will notify the Event Manager, via the details at the end of this form, once I have done so.** |  |

Stall holders that are required to pay a pitch fee, and have not done so, will be refused entry to the site on the day of the event.

In addition to the above, stall holders are required to provide evidence of the following, where requested, by no later than **5pm on WEDNESDAY, 31 JULY 2019**;

* + All stall holders, or activity providers, are expected to hold their own Public Liability Insurance and, where relevant, be able to provide a risk assessment for their stall or activity.
  + Any stall providing an activity is requested, where relevant, to provide a risk assessment for inclusion in the Event Management Plan.
  + Food vendors utilising gas for cooking purposes must provide a current ‘Gas Safe’ certificate.
  + Food vendors should also be prepared to provide a copy of their current food hygiene certification.

Failure to provide any of the above either by the stated deadline, or upon request, may result in your request for a pitch at Supersonic Boom 2019 to be refused, or an already allocated pitch being revoked.

**ON-SITE PARKING**

On-site parking is available for a limited number of vehicles for the duration of Supersonic Boom, and is provided at the owner’s own risk. This is allocated on a ‘first come, first served’ basis, although priority will be given to blue badge holders, and stall holders who require access to their vehicles throughout the event. Event vehicles (first aid, stage team, etc.) are pre-authorised to remain on-site, and will be provided with a permit upon entry.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Registration** | Vehicle Registration | **Vehicle Make and Colour** | Vehicle Make and Colour |
| **Reason for On-Site Parking Request** | Reason for On-Site Parking Request | | |

**PHOTOGRAPHY CONSENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Oadby & Wigston Borough Council has authorised a number of its representatives to take photographs and videos throughout Supersonic Boom; this will include photographs and videos of performers, as well as crowd and stall images and recordings.  Photographs and videos will only be used in line with the delivery of the Council’s own business and will not be provided to any third party. Photographs, videos, names, and write-ups of Supersonic Boom will be covered under the Council’s Safeguarding and Data Protection Policies, and will only be used to support the work of the Council and young people in the Borough.  Do you give Oadby & Wigston Borough Council permission to include you in any photographs or video taken at Supersonic Boom? Please tick the appropriate response below. | | | |
| Yes, I agree that my photograph or video can be taken and used for the purposes outlined above. |  | No, I would rather not be included in any photographs or video taken and used for the purposes outlined above. |  |

**DATA PROTECTION STATEMENT**

The Council will process and store your data in accordance with the *Data Protection Act* (1998) and within the *General Data Protection Regulations* (2018).

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department, or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the department’s privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy).

If we intend on using your data for anything outside of our published privacy notices, we will write to you to confirm that you give your consent to use your data for this purpose before we do so.

You have the right to withdraw your consent at any time. If you do not want the Council to process your data, you can notify us in writing or by email. These details are available on the Council’s website. If you withdraw your consent, the service you receive will not be negatively affected.

If you are under the age of 16, we would require parental / guardian consent before we process your data. Please do not complete this form yourself if you are under this age.

The Council will only hold your data for as long as is necessary. The Council has a retention schedule for all of the data it holds and where applicable, the Council will confidentially dispose of data that falls outside of the retention period.

If you require any further information relating to Data Protection please visit: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy) prior to completing this form.

Please tick the box below if you agree to the above consent notice:

**CONFIRMATION**

Please sign below to indicate that you have received and read the ‘Site Rules & Procedures’ document in respect of Supersonic Boom 2019, and will adhere to the information laid out within. You also confirm that you have fully read and understood this form, and have provided all information requested as fully as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** | Signature | **Date** | Date |
| **Print Name** | Print Name | | |

**MONITORING DATA**

Please use the space below to let us know how you became aware of the opportunity to hold a stall at Supersonic Boom including, if applicable, where you saw any advertising.

|  |
| --- |
| Monitoring Data |

Please tick the box below if you are happy to be contacted annually regarding Supersonic Boom, or other Council events that you may be interested in holding a stall at. You can withdraw this consent at any time:

Completed copies of this form can be returned through the following routes, marked as ‘Private and Confidential’;

|  |  |
| --- | --- |
| **BY POST:** | **VIA EMAIL:** |
| Mark Smith  Community Safety & Youth Officer  Oadby & Wigston Borough Council  Council Offices  Station Road  Wigston, Leicestershire  LE18 2DR | [Mark.Smith@oadby-wigston.gov.uk](mailto:Mark.Smith@oadby-wigston.gov.uk) |
| **BY HAND:** |
| Customer Service Centre  40 Bell Street  Wigston, Leicestershire  LE18 1AD |

If any of your details change, please let us know by contacting Mark Smith via the routes detailed above, or by calling **0116 257 2675**.

**PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS.**

|  |  |  |
| --- | --- | --- |
| ***OWBC Staff Use Only*** | | |
| *Entered onto Database* | *By:* Initial | *On:* Date |