



## **Fellowship Square Winter Markets 2022 F&B Application**

We are inviting traders to apply for a pitch at our Winter Markets at:

**Fellowship Square, Town Hall, Forest Road Walthamstow E17 4JF on:**

- **Guy Fawkes Food & Drink Market, Saturday 5<sup>th</sup> November, 17:00-21:00**
- **Local Designer Craft Market, Saturday 3<sup>rd</sup> December, 15:00-20:00**
- **Vintage Christmas Market, Saturday 10<sup>th</sup> & Sunday 11<sup>th</sup> December, 15:00-20:00**

Fellowship Square is the Jewel in Waltham Forest's crown and a space open to all communities in our diverse borough. The main attraction is our stunning centrepiece jet fountain, that plays host to over 1600 residents and visitors on a summer weekend, who visit specifically for fountain frolicking.

Fellowship Square is host to a variety of community and Council led events, including seasonal programmes. We are excited to announce our Autumn/Winter Market Programme from 5<sup>th</sup> November – 18<sup>th</sup> December we will be programming 5 differently themed Markets (Food & Drink, Vintage, Christmas and Designer Craft)

Our winter markets last year generated a footfall of around 3000, there will be fountain shows, live music and entertainment at each event and will be marketed via our internal comms department.

Local businesses and residents will have priority on application.

Upon review of all submissions, we will award stalls to successful applicants.

Sellers will have a chance to sell their goods and services from the market start time to closing time, with 2 hours of set-up time and 1 hour of breakdown time (e.g., before and after the event).

Once you are a member of our traders list, you will be invited via email to apply for any upcoming markets/events. The Fellowship Square Events team will contact you once a year in order to update any documentation and information.

To be eligible you must:

1. Provide required food certifications i.e., premises registration, hygiene, and labelling. Please submit this with your application if relevant.
2. Read the Terms and Conditions and acknowledge your understanding and agreement of them.
3. Complete the below form, adding 'n/a' if certain sections aren't applicable to you.
4. All traders are required to must have their own public liability insurance cover of £5M and must include cover for claims arising from the sale of hot food or from food contamination. Stallholders must at all times have available copies of their Public Liability Insurance policies.
5. Stallholders must acknowledge and agree that the Operator is not liable for any worker's compensation claim by any of their staff.
6. In the storage, preparation, cooking and service of food, food stallholders must comply strictly with all legal requirements and/or the recognised best practice standards including, but not limited to:
  - Holding a valid Food Hygiene Certificate and also be registered and inspected (or pending) by their local Environmental Health Office.
  - All sales of alcohol must be made in accordance with Challenge 25 guidelines.
  - Goods must be marked and priced according to legal requirements. Contact your local Trading Standards office for more information.



# FELLOWSHIP SQUARE

## Pitch Information

### Pitch Fee:

- Hot Food Vendors £50.00 plus VAT or a 15% percentage of net takings, depending on which is greater.
- Alcoholic Beverage Vendors £200.00 plus VAT or a 25% percentage of net takings, depending on which is greater.

### Pitch includes:

3mx3m pitch space

Electric point if needed

Pitch lighting

1x Trestle table

2x Chairs

Please complete the section below and return this document to  
[Kirsten.paterson@walthamforest.gov.uk](mailto:Kirsten.paterson@walthamforest.gov.uk)

Application close at 5pm on Friday 4<sup>th</sup> November 2022





# FELLOWSHIP SQUARE

What dates would you like to trade?	
Full name	
Business name	
Business registration number (i.e., with Companies House or HMRC)	
Date of business registration	
E-mail address	
Contact number	
Please provide your social media handles (Twitter, Instagram, LinkedIn and/or Facebook)	
Business postcode	
Are you a Start-ups in London Libraries participant?	
Have you accessed Save the High Street support?	
What goods/services will you be trading/promoting?	
Please confirm that your product is safe for public use and/or consumption, and that you are the sole person or business responsible for ensuring this.	
Will the market help to test your product (e.g., you're pre-trading), or are you already trading?	
Will there be other people assisting you on the day? If yes, please add their names.	
Will your child or children be present with you? If yes, please provide their age(s).	
Do you have any health conditions that may impact your ability to host a stall?	
Do you have a disability, and if yes, is there anything we can do to ensure you are comfortable during the market?	
Would you like to be added to the LBWF Traders list?	
Anything else you would like to tell us?	



# FELLOWSHIP SQUARE

## Declaration

I have read and understood the Terms and Conditions document, and I agree to them as requirements for my participation in the event.

I have included the evidence and certificates required for my business if applicable. I acknowledge that, if this information has not been provided, my application may be disqualified from consideration for the market.

I understand that I am submitting an application to receive a market stall for Fellowship Square 2022, but that my application may be denied for a number of reasons. I acknowledge that Waltham Forest Council is not obligated to allocate a market stall to me, and that it does not guarantee the sale of my goods during the market if awarded a stall.

If awarded a stall, I understand it is my responsibility to promote the sale of my goods prior to the Fellowship Square Markets, to help ensure that I am drawing the crowd that I expect. It is not mandatory for Waltham Forest Council to advertise or promote my product(s)/service(s) in any way, and they are free to promote the event as a whole and as they see fit.

I agree to pay the fees as listed under pitch fees if awarded a stall.

I recognise these are still unpredictable times with relation to government advice and Covid-19, and that if required, Fellowship Square may be forced to postpone or cancel the Event for the safety of the public. In this instance, I will be refunded any deposit if already paid. Alternatively, if the event goes ahead as planned, I agree to uphold the Covid safe measures as outlined in the Terms and Conditions throughout the duration of my selling experience at the event. Any breach of these terms may result in me being asked to leave the event earlier than planned and no refund will be offered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed applications to:  
[Kirsten.paterson@walthamforest.gov.uk](mailto:Kirsten.paterson@walthamforest.gov.uk)