 Portobello Market

Booking Form

You are cordially invited to attend Portobello Market, an initiative of PEDAL - Portobello Transition Town, at Brighton Park, Brighton Place, Portobello. EH15 1LP for the markets to be held on the **FIRST SATURDAY** of each month. Stall space is limited to 20 stalls per event. If you wish to take up the offer of stall space, please complete and sign all relevant sections of this form and return it by email or post to the address at the foot of this form.

NOTE: Forms are common to food and craft producers, please complete the relevant sections.

The market licence for Portobello Market is held by PEDAL - Portobello Transition Town. The final decision on which traders are given a stall will be made by the Portobello Market Coordinator / Market Group.

Company Name:……………………………………………………………………………… ... ... ... ... .........

Company Address:…………………………………………………………………………... ... ... ... ... ... ......

…………………………………………………………………………Post code………………………... . ... ...

*Note*: An alternative address must be provided for PO Box addresses.

Tel No:…………………………………… ... ... ... Email:……………………………………………...............

Website: <http://www>. ………………………………………………………………... ... ... ... ... ... ... ... .....

Contact Name:……………………………... ... ... ... ... Contact Mobile:……………………………

**Product types available for sale from the stall:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Product* | *Loose or pre-packed* | *Source of product* | *Place of production* |
|  |  |  |  |

Please give the following information: Tick box where appropriate

Food Producers - Food Hygiene:

Do you have a Basic, or Intermediate, food hygiene certificate? Yes No

Which environmental health authority are you registered with? …………………………......

*Please provide a copy of your registration confirmation to accompany your application plus*

*a copy of your hygiene certification for all staff attending the event.*

**Meat Producers:**

What is your holding number?……………………………………………………………..

Do you rear your own produce? Yes No

Where will your animals be slaughtered?………………………………………………….

Contact phone no. for above:………………………………………………………………..

Where will your product be packed?………………………………………………………..

Contact phone no. for above:………………………………………………………………..

### Transport:

Registration number of vehicle(s):…………………………………………………………………

**Food Producers - Cooking:**

Will you be doing cookery demonstrations / tasting of hot food? Yes No

*NOTE: The sale of finished cooked produce and drinks is not permitted*

*at this event without prior agreement.*

Please confirm gas equipment has a current Gas Safe safety certificate Yes

*NOTE: A copy of this certificate must accompany the application*

Electricity:

Do you require electricity for chillers displays etc.? Yes No

Please confirm equipment carries a current PAT label Yes

*NOTE: A copy of the PAT certificate must accompany the application*

Liability Insurance:

Please provide a copy of your current Certificate of Insurance to accompany this Booking Form.

No bookings will be accepted without this information.

## Please tick the markets which you would like to attend in this series of Saturday events:

2017 April 1st 🗌

 May 6th 🗌

 June 3rd 🗌

 July 1st 🗌

 August 5th 🗌

 September 2nd September 🗌

Terms & Conditions

I have read the accompanying Portobello Market – Stallholder Policy

and agree to abide by the Terms and Conditions. Yes

Payment. An invoice will be provided for each market date. Payment is due prior to, or on the day of, the Market.

The cost of the stall hire for each market is £50.00 for one full stall / stall space, £25 for one half stall.

Please confirm stall space required: (2.4 m x 1.2 m) FULL (1.2 m x 1.2 m ) HALF

*Sizes given are table top areas*

Please complete the above booking form and return with the following documents where required and please tick box to confirm documents enclosed:

All producers - Current liability insurance certificate 🞎

Food producers - Copy of registration details with local authority as place of food production 🞎

+ Copy of hygiene certification for each member of staff attending the event 🞎

Current Gas Safe certificate for gas appliances where required 🞎

Current PAT certificate for electrical appliances where required  🞎

Signed:……………………………………Print Name:…………………………………... Date……………………

Please sign above and return with the accompanying documentation as required for food producers

or craft producers to:

Nick Paul



MarketCraftTM

MarketCraft

15 Mannerston Holdings

Linlithgow EH49 7ND

Tel: 07528 530502 Email: info@marketcraft.co.uk

NOTE: All applications will be initially assessed by the Market Group of PEDAL – Portobello Transition Town,

and once agreed all bookings will be confirmed. Submission of this Booking Form does not guarantee stall

space which will be allocated only on confirmation of booking.

PEDAL - Portobello Transition Town will be provided with details of producers attending the markets. They may contact you or your

environmental health office to confirm you are following the appropriate food and safety standards for your stated product processes.

This applies to all food production processes. If you have any queries please contact MarketCraft for details.

Portobello Market is an initiative of PEDAL - Portobello Transition Town 

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