



For Office use only

Unique Reference Number

MMELA23

Stalls Booking Form

Sat 12th & Sun 13th Aug 2023

CLOSING DATE: Friday 28th July 2023

Applications received after this date will not be accepted.

Full Name of Person Responsible for Stall: _____

Business / Company Name: _____

Address: _____

_____ **Postcode:** _____

Tel: _____ **Mobile:** _____

Email: _____ **Website:** _____

Have you traded at Mbro Mela before: Yes No

Pitch / Stall Requirements - Please complete all information below and include a photo of your stall/unit.



TURN UP & TRADE WITH A FANTASTIC MELA SUPPLIED STALL

We have a limited number of 3 meter stalls that we can offer traders on a first come first served basis for an additional £75 surcharge.

This includes set up, de-rig and adheres to all health and safety guidelines so you don't need to worry about anything.

Simply turn up and do what you do best without having to worry about the Get In & Get Out. Mela supplied stalls are all located on hard standing away from the main field and cannot be used to cook from..

Own Stall Size [Frontage x Depth] _____ x _____ metres (incl. space required behind stall for stock vehicle, trailer, etc.) Additional £125 per meter penalty charge if found to be utilising more space than specified.

Domestic gazebos are not permitted and any generators used must be diesel or LPG only.

Vehicles will be allowed on site for loading and unloading at the start and end of the day, but must be parked elsewhere during the event. **There is strictly no vehicle movement between 11.30am and 7.30pm on either day.**

Products for Sale (List all main items for sale. Only products listed can be sold)

Non Food: _____

Food & Drink: _____

Any Other Info: _____

Insurance Co: _____ **Policy No:** _____ **Expiry Date:** _____

Stall Prices

Using your Own Stall	Stall Booking for 2 days <i>(up to 3m frontage. £125 p/mtr thereafter)</i>	No. of Stalls <i>How many stalls do you require</i>	Total Cost <i>Stall Price x No. of stalls req. (add £75 surcharge if mela supplied stall)</i>	Tick to receive booking form for Diwali Event 11th Nov. Book both events and get 20% off
Catering Main Field <i>(up to 6m)</i>	£1300			
Catering <i>(away from main field)</i>	£800			
Any stall around the Fountain	£800			
Fashion/Craft/Jewellery	£400			
Toys	£400			
Sweets & Treats / Falooda	£350			
Information	£275			
Beauty/Face painting/Mehndi	£275			
Ice Cream & Slush	POA			
Other – Promo Vehicles, etc	POA			
TOTAL COST				

Payment and Cancellation Terms.

Payment Policy: Upon receipt of invoice via BACS transfers only to:
Natwest Bank – Sort Code: 51-70-17 Account No: 79867324

Cancellation Policy: Any stall holder wishing to cancel a booking less than 28 days prior to the event will be liable to pay 50% of the total stall fee. Should the event be cancelled in advance due to unforeseen circumstances then full refunds will be provided less £75 admin fee. Should the event be cancelled on the day due to health and safety reasons (including poor weather) then no refunds will apply.

Application Checklist & Declaration

- Completed all relevant and required sections
- Included a valid copy of your Public Liability Insurance
- Included a valid copy of your Food Hygiene Certificate
- Included a photo of your stall/unit
- Food caterers should include a copy of their menu and prices

I have read and fully understand the contents of this booking form and the guidance booklet and agree to observe the Terms & Conditions set out by the Middlesbrough Mela CIC.

Sign: _____

Date: _____

Print Name: _____

**Completed booking forms and all associated documents and photo's should be emailed to stalls@middlesbroughmela.co.uk
 If you require any guidance or for further information please call 07776 210066
 All figures listed are inclusive of VAT**