

KIRKINTILLOCH CANAL FESTIVAL 2017

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1. The cost of hiring an 8 ft by 6 ft covered stall at the **2017 Kirkintilloch Canal Festival** is £50.00 (£40.00 for charities). This payment must be received by East Dunbartonshire Council within **14 days of being notified** that you are successful in reserving a stall, and is **non-refundable**. Failure to pay within this timeline will result in the offer of a pitch withdrawn.
2. We require a copy of your Public Liability Insurance (please attach).
3. A maximum of two stalls can be applied for.
4. Following the closing date on 14TH July 2017 will be reviewed and stallholders chosen accordingly. Applicants will be notified in writing **within 10 working days** of this deadline if the application has been successful or otherwise.
5. Unsuccessful applicants will be added to a waiting list. Should any cancellations arise for any reason; applicants on the waiting list will be offered a stall in their place.
6. Operating hours are between **12noon and 5pm on Sunday, 20th August 2017**. Detailed information will be sent to each successful stallholder nearer the date of the Festival.
7. Stall holders and businesses involved in the Canal Festival require to comply with all relevant legislation. It is their responsibility to ensure compliance.
8. If selling or providing food or drink of any kind, including prepacked items, an "event food safety checklist", must be completed, and submitted for approval by the environmental health department, stating all food items that will be present at the event **click here**. This includes all foods whether there is a charge or not.
9. The completed form must be submitted at the earliest convenience and at the latest 72 hours prior to the event. Once the completed form is submitted, the environmental health department will contact you to discuss the requirements at the event, considering the types of foods to be handled. Failure to submit this completed checklist, or providing food that is not detailed on the checklist, will result in the need for a full, detailed, food hygiene inspection of your systems on the day of the event. Where a stall holder is not complying with food safety legislation, you will be required to remove the food products.
10. No alcohol will be sold or offered as a prize. Any alcohol will be removed and you may be charged under the Licensing (Scotland) Act 2015, by the relevant authorities.
11. All Application Forms will be vetted by relevant EDC departments, and we reserve the right to refuse an application request, with no explanation given.