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**Stallholders Guidance Pack**

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**Coronation Day**

Saturday 6 May 2023

11am to 5pm

Valence Park, Grafton Road, Dagenham, RM8 3EU

**Expected numbers:** 4000 to 7000.

**Details**: This is a new event to celebrate His Majesty the King and Her Majesty the Queen Consort’s Coronation. The event will feature a screening of the Coronation, music and family fun for everyone including rides, attractions and an afternoon tea for residents from our borough care homes.

[www.lbbd.gov.uk/coronation](http://www.lbbd.gov.uk/coronation)

**One Borough Festival**

Sunday 7 May 2023

1pm to 7pm

Valence Park, Grafton Road, Dagenham, RM8 3EU

**Expected numbers:** 4000 to 7000.

**Details:** This year we are combining elements of the One Borough Festival with the Roundhouse Music Festival and the Steam and Cider Fair to bring our residents a flavour from each of the festivals they love. Celebrating the rich musical history of the borough and the Roundhouse pub home which has played host to some of the world’s most famous rock bands. As well as elements from the Steam and Cider Fair celebrating the agricultural and industrial past of the borough including steam engines, classic cars and countryside displays. The day will host workshops, music, dance, exhibitions, stalls, a tearoom, arena acts and rides.

[www.lbbd.gov.uk/oneboroughfest](http://www.lbbd.gov.uk/oneboroughfest)

**Paperwork required with form:**

1. Risk assessment (see template if you wish to use)
2. Method statement
3. Public liability insurance (£5 million)
4. Accurate price list (if selling items or running paid activities)

**Important Information**

* Please read the paperwork carefully and ensure you note which events/s you wish to attend. Please submit all requested documentation at the time of applying.
* Deadline for applications is **Wednesday 12 April**.
* The Council reserve the right to reject application if not in keeping with the event or based on too many similar stalls applying to each event.
* Stalls operating in an unsafe manner, fail to adhere to the Council’s instructions especially around operating times or selling/giving away dangerous or counterfeit goods will be closed down by the Council unless actions are rectified, or the goods withdrawn from sale. No weapons or replica weapons may be sold or given away as prizes including all types of knives, guns, swords or lasers.
* This year the festivals will be zero tolerance on single use plastics so please do not give away/sell single use plastic items/bottles. There will be water points on the site so please bring along your water bottles or enviro cups will be valuable at the bar to purchase/hire. Please do not give away plastic bags and where possible limit plastic products on sale.
* Please note face painting this year will be free to the public, if anyone wishes to be added to our list of face painters to be booked the Council please get in touch. Insurance and health and safety paperwork will be reviewed for anyone wishing to offer free face painting.
* Please state if you require power or furniture. If you are supplying your own power, **ONLY diesel generators are allowed** on site. If generators are to be used it must have a valid safety certificate which may be inspected at the event and a fully qualified competent, experienced person must carry out the installation.
* ALL GAZEBOS/MARQUEES MUST BE sufficiently pegged/weighted into the ground, any marquee not secured safely will be asked to be dismantled.
* Stallholders will be emailed from 3 April onwards to confirm their attendance. This correspondence will include site rules and guidelines. Nearer to the event you will be emailed your vehicle passes if required.
* For traders, full payment must be received before the event. An official invoice will be sent out. This year we **cannot accept cash at the event.**
* Council applications MUST supply their cost code if hiring furniture otherwise your application will not be accepted.
* Please arrive on site at the times stated in your confirmation letter.
* Please note the close time for exhibiting areas at each event, we strongly discourage stalls to close before this time unless in exceptional circumstances. **No vehicle movement** will be allowed before the time stated in our site rules.
* Rubbish must be taken away; bins are located in the catering areas. Waste will be recycled.
* **All cancellations** need to be submitted **by Monday 17 April**. If we are notified after this, then you will not receive a refund.
* If you do not comply with the site rules, then you will not be asked to come to any future events and may lose any money you have already paid.
* If you have any questions, please contact June Wright from the Events Team on 07974 190980 or email [summeroffestivals@lbbd.gov.uk](mailto:summeroffestivals@lbbd.gov.uk)