2026 Application Form

Catering • Coffee • Bar

Please complete this form if you provide food or drink for consumption onsite at the events, such as street food stalls ice cream, hot or cold soft drinks & alcohol bars.

1. Details

Contact Name:

Trading Name:

Address:

Tel:

Mobile:

Email:

Facebook:

Website:

Instagram:

2. Products

Please provide details of what you will be selling, including average prices. Is there anything that stands out about your products such as: you grow your own produce / you use locally sourced ingredients?

Do you cater for any of the following? Please tick all that apply to your product offerings:

☐ Vegetarian ☐ Vegan ☐ Gluten Free ☐ Dairy Free ☐ Nut Free

Prestige | COUNTY EVENTS

2026 Application Form

Catering • Coffee • Bar

3. Pitch Size

I trade from a:

☐ Gazebo ☐ Trailer ☐ Van ☐ Horsebox ☐ Other (please specify) _____

Total pitch space required *(including hitch if applicable)* Width (m) _____ Depth (m) _____

Orientation of serving hatch if trading from a vehicle (e.g. driver side/passenger side/rear)

_____

4. Events

CHRISTCHURCH PARK MARKET

Christchurch Park, Ipswich IP4 2BX
Every second Sunday of the month, April to September 9.30am-3pm (set up from 8am)

If your application is successful, we will send an invoice for a £10 deposit PER BOOKED DATE, to be paid via bank transfer, which acts as a non-refundable holding fee for your booking/s. Your reservation is confirmed upon payment of this invoice. The remaining balance for each market will be due approximately 30 days prior to the market date. Please ONLY select dates you are 100% confident of attending as we shall not be issuing deposit refunds or exchanging dates under any circumstances.

Pitch selection: Catering £60 +VAT ☐ Bar £60 +VAT ☐ Hot/Cold Soft Drinks £60 +VAT ☐

Date selection:

- ☐ Sunday 12th April
- ☐ Sunday 10th May
- ☐ Sunday 14th June
- ☐ Sunday 12th July
- ☐ Sunday 9th August
- ☐ Sunday 13th September

Electric:

Prices per socket, please write number of sockets required

13 amp £20 +VAT _____
16 amp £25 +VAT _____
32 amp £30 +VAT _____
No electric ☐

ESSEX COUNTY CRAFT SHOW

Ingatestone Hall, Ingatestone CM4 9NR
Saturday 27th - Sunday 28th June, 10am-5pm both days (set up Friday)

Exhibitors must attend both days of the show, prices are for the full weekend. If your application is successful, we will send an invoice for 50% of your total booking fee, to be paid within 14 days via bank transfer, which acts as a non-refundable holding fee for your booking. Your place at the show is confirmed upon payment of this invoice. The remaining 50% balance will be due no later than 30th April 2026.

Pitch selection: Catering £450 +VAT ☐ Bar £450 +VAT ☐ Hot/Cold Soft Drinks £400 +VAT ☐

Electric: Prices per socket, please write number of sockets required

13 amp £50 +VAT _____ 16 amp £60 +VAT _____ 32 amp £80 +VAT _____ No electric ☐

Prestige | COUNTY EVENTS

2026 Application Form

Catering • Coffee • Bar

4. Events cont.

ESSEX COUNTY CHRISTMAS FAIR

Boreham House, Chelmsford, Essex CM3 3HY
Friday 13th - Sunday 15th November
2pm – 8pm Friday, 10am – 6pm Saturday, 10am-5pm Sunday (set up Thursday)

Exhibitors must attend all three days of the fair, prices are for the full weekend. If your application is successful, we will send an invoice for 50% of your total booking fee, to be paid within 14 days via bank transfer, which acts as a non-refundable holding fee for your booking. Your place at the fair is confirmed upon payment of this invoice. The remaining 50% balance will be due no later than 30th September 2026.

Pitch selection: Catering £600 +VAT ☐ Bar £600 +VAT ☐ Hot/Cold Soft Drinks £550 +VAT ☐

Electric: Prices per socket, please write number of sockets required

13 amp £70 +VAT _____ 16 amp £80 +VAT _____ 32 amp £100 +VAT _____ No electric ☐

SUFFOLK COUNTY CHRISTMAS FAIR

Hintlesham Hall, Ipswich IP8 3NS
Friday 20th - Sunday 22nd November
2pm – 8pm Friday, 10am – 6pm Saturday, 10am-5pm Sunday (set up Thursday)

Exhibitors must attend all three days of the fair, prices are for the full weekend. If your application is successful, we will send an invoice for 50% of your total booking fee, to be paid within 14 days via bank transfer, which acts as a non-refundable holding fee for your booking. Your place at the fair is confirmed upon payment of this invoice. The remaining 50% balance will be due no later than 30th September 2026.

Pitch selection: Catering £600 +VAT ☐ Bar £600 +VAT ☐ Hot/Cold Soft Drinks £550 +VAT ☐

Electric: Prices per socket, please write number of sockets required

13 amp £70 +VAT _____ 16 amp £80 +VAT _____ 32 amp £100 +VAT _____ No electric ☐

NORFOLK COUNTY CHRISTMAS FAIR

Kimberley Hall, Wymondham NR18 0RT
Friday 4th – Sunday 6th December
2pm – 8pm Friday, 10am – 6pm Saturday, 10am-5pm Sunday (set up Thursday)

Exhibitors must attend all three days of the fair, prices are for the full weekend. If your application is successful, we will send an invoice for 50% of your total booking fee, to be paid within 14 days via bank transfer, which acts as a non-refundable holding fee for your booking. Your place at the fair is confirmed upon payment of this invoice. The remaining 50% balance will be due no later than 30th September 2026.

Pitch selection: Catering £600 +VAT ☐ Bar £600 +VAT ☐ Hot/Cold Soft Drinks £550 +VAT ☐

Electric: Prices per socket, please write number of sockets required

13 amp £70 +VAT _____ 16 amp £80 +VAT _____ 32 amp £100 +VAT_____ No electric ☐

2026 Application Form

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5. Supporting Documents

In order to process your application please confirm you have attached the following:

- ☐ Picture of Set-Up & Products
- ☐ Public Liability Insurance (5 million min for Christchurch Park Market)
- ☐ Risk Assessment
- ☐ Food Hygiene Documents (minimum 4 star rating required)
- ☐ PAT Test
- ☐ Gas Safe Certificate

6. Agreement

By submitting this application form you acknowledge that you have read and understood the Terms & Conditions of booking and agree to abide by them.

Name:

Signature:

Date:

Please email your completed application and all requested documents to apply@county-events.co.uk

Prestige | COUNTY EVENTS

2026 Application Form

Catering • Coffee • Bar

Terms & Conditions of Booking

1. Stallholders must be set up and ready to trade by the advertised start time of the event.
2. Stallholders must stay for the duration of the event and not start to pack away until the advertised end time.
3. Stallholders are responsible for clearing away and removing all of their rubbish at the end of the event.
4. Stallholders are required to ensure that their stall is set up in an attractive manner and that all products sold are of good quality.
5. Tables must be covered with a suitable tablecloth.
6. All boxes etc. must be out of sight or stored in your vehicle by the start of the event.
7. All stallholders are required to hold adequate Public Liability Insurance. Proof of this will be required. For Christchurch Park Market the minimum level of cover accepted is 5million.
8. Any electrical equipment used must have a valid PAT test certificate.
9. Stallholders are required to park in the area designated by stewards and only one vehicle is permitted per stall.
10. Stallholders must set up within the designated area that Prestige County Events have marked out for their pitch space. Stall holders must not block walkways, exits or encroach on other stallholders' space and agree to move any items that Prestige County Events deem to be placed inappropriately.
11. All booking fees must be paid in advance, in accordance with details on the application form.
12. Fees not being paid on time could result in your space being reallocated with any money already paid being forfeited.
13. Cancellations must be made in writing and any fee already paid will be forfeited. If you cancel less than 60 days before the event the full fee will be payable.
14. Prestige County Events will do everything in our power to increase your chance of having a successful event, however we cannot guarantee visitor numbers or sales levels. All events will be promoted by a targeted advertising campaign.
15. Prestige County events cannot be held accountable for damage or theft of your stock or possessions. It is recommended that you hold adequate insurance to cover all risks.
16. Prestige County Events cannot be held accountable for anything beyond our control including but not limited to; loss or interruption of power or services, poor phone signal, slow/poor internet connection, poor weather conditions, road closures affecting accessibility to the event and advertisements failing to appear. If the event has to be cancelled for any reason no refund of any payment received will be forthcoming and Prestige County Events will not be liable for any losses sustained.
17. Set up for multi-day events takes place the day before the event opens to the public.
18. Vehicles entering the site are not to exceed 5 mph and must display hazard lights whenever moving.
19. Stallholders must not move any vehicles at the end of the event until instructed by management.
20. Gazebos must be commercial grade and fit for purpose. They must be suitably weighted, pinned and tethered to ensure safety at all times.
21. It is the stallholders responsibility to ensure that all products sold are Trading Standards compliant and any relevant product testing or labelling has been carried out for your items.

Food/Drink Vendor specific:

22. Any stallholder supplying food or drink must be registered with their local council and hold a 4 or 5 star hygiene rating.
23. Proof of food handling training must be supplied with dates.
24. Appropriate sanitation provisions must be in place in accordance with The Purple Guide HSG154.
25. Any gas appliances used must have valid certification.
26. Fire risk must be included in your risk assessment if using appliances for cooking and if you work from a vehicle then this should also be included in your risk assessment.
27. No single use plastics are to be used.
28. Anyone selling alcohol must use alcohol guidance such as Challenge 25 signage and keep a refusal log.
29. If supplying food for consumption on site you must provide a bin for public use & take away waste with you at the end of the event.

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