

**Leicester Belgrave Mela Festival 2022**

**Sunday 21st August – Leicester City Centre**

**11am - 6pm**

Dear Applicant,

Please find enclosed this year’s stall application form for the Indian Bazaar.

The Leicester Belgrave Mela is a glittering mix of live music, dance, fashion, exotic foods, ethnic arts and crafts, community performances, entertainment and cultural activities. This unique, outdoor, one-day spectacular will take place in Leicester City Centre on **Sunday 21st August** and aims to bring the communities of Leicester together in a day of celebrating Asian culture.

We only have **limited stalls** available this year, so all stalls will be given on a first come, first serve basis. This means that you will need to complete your application and return it as soon as possible. **We will send you an invoice for payment and ask for your insurance documents once your application has been successful.**

Please note this is the beginning of the application process and your application will only be considered with the following:

* The Application form must reach us **Wednesday 6th July** with all the necessary information to the above address before 5pm.
* At least two members of your staff need to hold a **current** Level 2 Award Food Safety in Catering Certificate (or higher level) if you are preparing food - attach a copy of these certificates with this form
* Please complete and return a **risk assessment** with your application.
* A list of products you are hoping to sell and prices on a separate sheet of paper.
* You have not entered into an exclusive contract with us therefore other stall holders may be selling same or similar products to you.
* There are **no facilities** to accommodate trailers or private marquees due to the limited space available in Leicester’s outdoor covered Market Place where the Mela Bazaar will be hosted
* Please ensure that you **read and understand** the term and conditions thoroughly and complete **all** sections of the application form and supply all relevant information. Applications will become invalid if all information is not provided.

You are advised to confirm receipt of your application with the Mela Office, as we cannot accept responsibility for late or non-submission of applications due to postal delays or any other circumstances.

As you are aware, demand for stalls at our event always exceeds availability and consequently we urge you to complete and return the enclosed booking form (including all other relevant paperwork) without delay to avoid disappointment. Please note that completing the application form does not guarantee a space at the Indian Bazaar. You will be asked for payment and insurance documents once your application is successful.

If you would like further information, please contact Bally or Bhavna on [**LBMstalls@yahoo.co.uk**](mailto:LBMstalls@yahoo.co.uk) or

0116 266 6461.

Kind regards

Bally Kaur

Stalls Coordinator

Correct at time of printing and is subject to change without notification.

**Confectionery / Snacks / Sampling**

**Stall Application Form 2022**

**Sunday 21st August, 11am-6pm Leicester Markets**

Closing date, no later than **Wednesday 6th July**. Please be aware stalls will be assessed on a **first come first serve basis**.

Once your application has been successful, you will be sent a confirmation email.

**Please use Block Capitals to fill in the form**.

Organisation Name

Contact Name

Address

/

Tel / Mobile

Email

Website

**Your Business: Please specify what you will be selling**:

**Covered Stall – Please choose the number of stalls required**

**FOR OFFICE USE ONLY**

App Received. ........./........../2022

Payment........................................

Insurance......................................

Electricity......................................

......................................................

1 stalls £**145.00** [ ]

2 stalls £**260.00** [ ]

Plus £**50.00** Refundable Deposit [**🗸**]

**One Stall**

(Consists of one ‘L’ shape table approx 8ft x 3ft)

**Please note not all stalls are this shape, this is an approximate measurement and shape**

**£**

**Total**

Do you require electricity **YES** [ ] (If yes please specify below) **NO** [ ]

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Quantity** | **Watts (e.g 800 watts)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Minimum charge for electricity is **£150** (up to 3KW) anything above will be charged accordingly

**Important!** What you need to send in with your application

* At least two members of your staff need to hold a **current** Level 2 Award Food Safety in Catering Certificate (or higher level)- **attach a copy of these certificates with this form**.
* It is your responsibility to ensure you have appropriate and valid insurance cover including Public Liability for the festival **– a** **copy of this will be asked for a later stage once your application is successful**
* Please produce & enclose a Risk Assessment of your Confectionery Stall with this application
* Please sign below once you have read and agree to the attached terms and conditions for stall holders
* **Applications will become invalid if the above information is not included or provided**.

**TERMS AND CONDITIONS FOR STALL HOLDERS**

I confirm that I have read the terms and conditions and agree to abide by them, if not the Leicester Belgrave Mela and Leicester Markets reserve the right to withhold any refund.

Print Name................................................................. Signature ………………………………………..…….……..……… Date.........................

Please complete and return to:

**Leicester Belgrave Mela**, **C/o Belgrave Neighbourhood Centre, Rothley Street, Leicester, LE4 6LF**

**The Leicester Belgrave Mela and Leicester Markets reserves the right to refuse any stall applications**

Correct at time of printing and is subject to change without notification.