**Christmas in Cathedral Square**

Wednesday 15 November - Sunday 17 December 2023

Trader Application form

**If you have any questions, contact askme@colmorebid.co.uk - emails answered on Tuesdays.**

**By signing this form, you confirm that you have read, understood, and agree to the briefing document (found at the bottom of this application) and can provide all the information required in the Stallholders and Event Organisers Outdoor Caterers Guide 2021 document.**

**Please send your applications to applications@colmorebid.co.uk**

1. Application form
2. Public Liability Insurance
3. Food Hygiene Score at the time of applying

Payment of trading fees and deposit is due once your application is successful.

The above need to be sent to: applications@colmorebid.co.uk

|  |  |
| --- | --- |
| Applicant Name |  |
| Venue Name |  |
| Company Name (if different to venue name) |  |
| Phone Number |  |
| Email |  |
| Business/trading address |  |
| Business email |  |
| Business Website |  |
| Social media handles  Facebook  Twitter  Instagram  Linkedin |  |
| Food Hygiene Score if applicable |  |

Please complete the above to the best of your knowledge, if you are visited by EHO or your score changes you must let us know immediately.

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| --- | --- |
| **Can your contact details be used on the partnership’s websites?** |  |
| **Have you exhibited at a Colmore Business District event before? If yes please give details.** |  |
| **Have you exhibited at an outdoor event before? If yes, please give details.** |  |
| **Do you want to trade for the full 32 days or a single week?** |  |
| **Do you want to be involved in competitions? If so, what value of stock would you be willing to provide?** |  |

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| **Please tell us about your business** |
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| **Please provide a detailed description of what you want to sell at Christmas in Cathedral Square. Please attach images separately to support.** |
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| **Please tell us the price range of your products** |
|  |
| **Do you have any manufacturing connections within the Birmingham and the West Midlands (especially if producing physical craft goods)?** |
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**We will have a preferred supplier for you to hire equipment from to limit the amount of vehicle movement. The details of this provider will be shared once your application has been approved.**

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| **What equipment will you be bringing? And what power does it require?** |
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**Please send images or videos to support your application.**

**As the applicant, I confirm that to the best of my knowledge, the information supplied in this application form is true and accurate.**

**I accept and understand the contents of the Briefing Document (found on page 4) and can provide all the information required in the Stallholders and Event Organisers Outdoor Caterers Guide 2021 document.**

**I confirm the venue I represent would like a stall at Christmas in Cathedral Square 2023.**

**Applicant name**

**Job title**

**Venue**

**Signature**

**Date**

Everything you submit will be held by the relevant Data Controller in line with current legislation.

Please contact [askme@colmorebid.co.uk](mailto:askme@colmorebid.co.uk) with any questions

Submit your application for to [applications@colmorebid.co.uk](mailto:applications@colmorebid.co.uk)

Please read the following document carefully. In applying you are agreeing to the below.

**Introduction**

This project is being delivered as a partnership with Birmingham City Council, Colmore Business District, Birmingham Cathedral and Danter Attractions Limited. The partnership has a number of priorities which converge in the delivery of this market, and which can be summarised by the following broad aims:

• To support and expand the city’s Christmas Offer and to provide a platform to support

the city’s diverse, local talent.

• To create an experience which animates Colmore Business District and provides a

positive, beneficial experience for those who work here and who’s businesses are

based in the District.

• To animate the space outside Birmingham Cathedral and to allow for the Cathedral to

engage with its parish and the wider community.

The partnership would like to create a new market that will become part of the city’s extensive

Christmas offer. Currently, this offer consists of:

• The Frankfurt Christmas Market, offering a mixture of food and craft, occupying Victoria

Square and New Street

• Ice-Skate Birmingham, offering an observatory wheel, a city sky flyer and an ice skating rink in Centenary Square.

The intention is to create an offer, “Christmas in Cathedral Square”, that will grow and establish itself over a five year period, with a view to continuing beyond this period if successful.

The market will be external, based in the grounds of Birmingham Cathedral on Colmore Row. The market will offer a mixture of craft, gift, food and drink. The emphasis is on providing a platform for local businesses, producers and craftspeople. In the first year, there will be 40 stalls, with a market mix of 24 assigned for gifts and craft and 16 for food and/or drink. It is important to the Partnership that this market showcases the best of Birmingham and therefore all traders must have a presence within Birmingham or the wider Midlands region. Priority will be given to applications that meet this criteria. The Partnership will also consider

applications that do not meet this criteria but could qualify on ‘exceptional circumstance’ in that you provide a unique/distinctive offer that will provide added value to the market.

**Dates and Times**

The Market will open on Wednesday 15 November and be open for 32 days, closing on Sunday 17 December 2023. The Partnership will not accommodate any void days/weeks. Therefore the allocation of single weeks will be undertaken as part of the selection process. The market will be open 11.00-20.00 Monday - Sunday. You will have the option to apply for a single week or the full 32 days. Allocation of single weeks will be done by the partnership, we are not able to leave empty chalets on the market which will be reflected in the selection process. The partnerships decision will be final.

**Trading Units/pitch**

The units are 3m long by 2m deep.

You will be provided with a padlock to lock your unit – further details will be provided within the terms and conditions.

The external elevations of the unit will be branded and decorated to provide a positive visual impact.

**Power**

Standard 16 amp twin power supply will be provided. Any requirements in additional will be charged in addition.

Please note extension leads will not be accepted on site. The use of electrical heaters will not be permitted.

Each unit will be serviced with internal lighting.

**Water**

Will be available from a suitable location.

**Waste**

A waste management plan will be developed to ensure that the market is compliant with high cleaning standards appropriate to a city centre location. You will be required to contribute to this plan by ensuring that all recyclable material is disposed of in the correct manner.

**Hygiene**

Where applicable, applicants who wish to trader under the food or refreshment or both categories must have at the point of application a 4 or 5 star food hygiene rating. If you do not have this rating and you wish to still apply, then you must achieve a 4 or 5 star rating by the 1 September 2023. For further details of what will be required to achieve this rating please go to https://

[www.birmingham.gov.uk/info/20139/support\_for\_business/332/food\_hygiene\_rating\_scheme](http://www.birmingham.gov.uk/info/20139/support_for_business/332/food_hygiene_rating_scheme) Failure to comply with food safety standards will void your application. A food safety hygiene safety inspection will take place for all food and refreshment traders.

**Security**

A security management plan will be developed to meet the safety requirements stipulated by the multi-agency group and in accordance with the licence that the market will operator under. The plan will ensure that there are sufficient numbers of security personal during peak, off-peak and overnight periods.

**Parking**

There is parking available across the city centre. There are a number of parking options close to the Cathedral Square.

Please note that Clean Air Zone charges will be applied. You can check if your vehicle(s) is exempt https://www.brumbreathes.co.uk/

**Marketing**

PR, marketing and promotion is funded and coordinated by Colmore Business District. The partnership would like to run competitions to encourage people to attend. In the application you will be asked if you want to be part of competitions and a value of stock you would be willing to donate for this. We will provide a variety of promotional materials for you to use to help promote the market. We will be working with the other Christmas markets and attractions, retail and transport

providers to encourage visitors to the city centre.

**Chalet Presentation, branding and third party sponsorship**

You are responsible for keeping your chalet in a good condition and presentable at all times. Any branding that does not relate to your brand business must be pre-approved by the Partnership by 1 October 2023..

You must also inform us where and how you wish to display branding to ensure there is no damage to the provided chalet.

The partnership reserves the right to refuse any branding or signage. Anything you sell must also be pre-approved by the partnership.

**Set up, re-stock and de-rig**

A traffic management plan will be developed to allow you to access by vehicle the perimeter of Cathedral Square to allow for setting up, re-stocking and the de-rig. Please note that the times of access may be early morning or late evening as full consideration will be given to the central location of the square. The change over for those wishing to only take part in the market for one week will be given two hours to take down on the Sunday (last day of your trading week). Set up will be available

from 07.00 Monday. The de-rig for traders will be undertaken between 2100h on the 17 December, this must be complete by midnight on 17 December, unless otherwise agreed by the partnership. All set up, stocking and unloading will have to be carried out in a coordinated manner and all successful applicants will be expected to the work together to ensure effective use of time and

minimum impact on the local environment.

**Pitch/unit charges**

The table below shows the trading fees for each category.

Price includes pitch, trading fees, chalet and power as mentioned. There are no hidden fees

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| --- | --- | --- |
| **Type** | **Fee** | **Deposit** |
| Gift and Craft - per week | £165 | £250 |
| Sweet Treats Off Sales - per week | £200 | £250 |
| Alcoholic Off Sales – per week | £250 | £250 |
| Food - total period | £5,300 | £1000 |
| Alcohol - total period | £10,000 | £1000 |
|  |  |  |

Fee inclusive of VAT.

Please note shared units will be agreed at the discretion of the partnership and will hold a different fee.

**Deposit**

If successful your deposit must be paid along with the full trading fees. The deposit is refundable after the event and is conditional upon: Participation for the contracted duration at the event; The safe return of all equipment supplied; No damage to the location, chalet, branding, lighting etc.; and Payment of any outstanding balances to our partners for extra equipment that may have

been ordered/used. Full details of the deposit returns will be as per the terms and conditions; this will be shared upon acceptance of trading. Deductions from a deposit will be made to cover the costs of any of the above actions or omissions. You will be liable for further charges should any damage or loss exceed the value of your deposit.

**Payments**

Deposit will be due within 7 days of trading confirmation, trading fee will be due in full within 14 days of trading confirmation.

**Cancellation**

If you cancel your participation in the event on or after 1 October 2023 you will be liable for

a cancellation fee as stated in the terms and conditions.

You will be deemed to have cancelled your participation, if you:

• Fail the food hygiene inspection or breach any rules, regulations or laws as required by the local

authority, fire, health and safety and food hygiene departments;

• Fail to provide any reasonably required documents relating to for example food hygiene and fire

safety;

• Breach any of the above terms which result in the Partnership withdrawing permission for you to

attend;

• Fail to attend the Market, leave early or arrive late on any day;

• Commit any acts which mean your participation in the market may bring or threaten to bring the

event into disrepute.

In the event of cancellation or deemed cancellation after 1 October 2023, your deposit will not be

refundable but will be deducted from the full cancellation fee payable by you.

If the cancellation fee becomes payable, an invoice will be issued to you and this will be payable

in full within 14 days.

The Partnership reserves the right to cancel the event, at its absolute discretion, for any reason, such as but not limited to: weather conditions; emergency evacuations; terrorism threat; government restrictions. The Partnership is not liable to any applicant for any losses or costs they incur before or after the cancellation on the event. Full consideration will be given if the event is cancelled for a percentage refund of trading fees. Please note, the Partnership reserves the right to consider behavior and conduct at previous

events when making a decision to accept applications to the market. The decision of the partnership is final.