



APPLICATION FORM 2013 Season

OPEN every week-end and bank holiday 10am-5pm from 2 March 2013 until Christmas.

PEAK DATES <i>Includes all dates in May, June, July and August. All other months are off-peak.</i>	Timber fisherman's hut with power supply, lockable doors and canopy	Open Space only for exhibitor's gazebo or stall 10ft x 10ft (approx)
Off peak Month For all open days in one month in March, April, October, November and December.	£345	£275
Peak Month For all open days in May, June, July, Aug and September.	£395	£350
Off Peak Quarter For all open days in three continuous months.	£335 per month	£260 per month
Peak Quarter For all open days in three continuous months. Including May, June, July, Aug and September.	£375 per month	£275 per month
Special 10 month season ticket allows access to pitch or hut all trading days and week-days from March until Christmas.	£315 per month for firm commitment to 10 month season.	£255 per month (10 ft x 10ft)

Application Details

Please complete this application form with details of your products. Include a cheque for one month's hire fee. If your application is not successful your deposit will be returned within 14 days or the cheque destroyed. If no vacancies are available your application will be considered for the waiting list. The minimum application is one month and preference will be given to local art, craft and food products and locally based independent entrepreneurs. We do not accept applications from national/international retail chains or government organisations.

Business Name:	
Contact Name:	
I apply to sell and exhibit the following products:	
Details of products and where else they are sold including images:	
Address:	
Email:	
Contact telephone:	
Requirement:	<ul style="list-style-type: none"> • Fisherman's Hut • 10ft x 10ft space only
Payment Method	<ul style="list-style-type: none"> • Standing Order (5% discount) • Total amount in advance (10% discount)
Produced in Kent membership number to qualify for 5% discount:	
<ul style="list-style-type: none"> • Peak Dates Required 	
<ul style="list-style-type: none"> • Standard Dates Required 	
Total Fee Due:	£
Deposit Enclosed	£

Terms and Conditions of any booking

1. **A booking:** A hire of a hut or gazebo space can only be confirmed after receipt of your application form and payment to Kentish Trader Limited. All reservations and bookings are subject to the lease(s) in place between Kentish Trader Limited and Canterbury City Council and traders will be required to sign the approved license for trading. All spaces or huts will be allocated by the market manager and his/her decision is final. Space will only be available to local independent businesses, food producers, designers, crafts people and artists. Kentish Trader Limited reserves the right to exclude any exhibitors who do not meet their entry criteria and their decision shall be final.
2. **Deposit.** One month hire fee is required in advance as a non-refundable deposit which will cover the final month's hire fee.
3. **Payment terms.** Paid monthly and strictly on the first day of each month by standing order or in advance. Bank details for standing order & BACS: Kentish Trader Limited 83018301 60-23-38. No refunds will be made for cancellations or poor weather.
4. **Discounts.** There is a 5% discount for payment by standing order and a 5% discount for current members of *Produced in Kent*. 10% discount is available to those that wish to pay for an entire season in advance. No other discounts are available.
5. **Electricity usage.** Where metered, power is charged separately at 18p per unit or at £5 per month included in the hire charge, where not metered.
6. **End of hire:** Keys must be returned at the end of the booking period and the hut left clean and tidy. If locks are changed duplicate keys must be provided to Kentish Trader. Any repairs or cleaning required charged at cost plus 20%.
7. **Opening Times:** The Harbour Village site will be officially open every week-end and bank holiday from 10am to 5pm from arch until Christmas. Traders are also welcome to open during week-days between 10am and 5pm for no additional charge. All exhibitors are required to be open and ready to trade by 10am sharp on all open days. NO trading is permitted in January and February
8. **Rubbish:** All exhibitors are responsible for clearing away all their equipment and rubbish at the end of the day. Do not leave rubbish or packing materials anywhere on the site.
9. **Loading/Unloading:** The harbour is pedestrian only, so all exhibitors must keep their cars clear outside designated loading/unloading times (currently 7pm-8am Mon-Thurs).
10. **Professional Standards:** All exhibitors are required to maintain a friendly and professional appearance and manner to fellow traders, harbour users, visitors and customers at all times. Smoking is not permitted on the site at any time.
11. **Insurance:** All exhibitors are required to organise their own public liability insurance to the value of £5 million and have a certificate in place at the time of exhibiting.
12. **Food and Drinks:** The selling of "hot food or drinks" is only permitted in the designated Kentish food zone and must be specialist local produce for take away consumption only. The selling of "ice cream and "frozen confectionary" is not permitted at any time. Any exhibitors selling food or consumables must have the appropriate food hygiene and other certification available for inspection, as required by the local authority.
13. **Health & Safety:** All exhibitors must complete a health and safety audit of their area and ensure that there is no fire, electrical or tripping hazards and that the safety of the public and fellow traders is prioritised at all times. Any concerns regarding health and safety should be reported to Kentish Trader immediately.
14. **Security.** Kentish Trader Limited accepts no liability for damage, loss or theft to the exhibitor's property or person. Exhibitors attend at their own risk and are responsible for their own insurance and security at all times. Stock is left on site at the exhibitor's risk.
15. **Failure to comply with these terms:** Failure to adhere to these terms and conditions may result in your immediate eviction from the Harbour Village and the forfeit of your deposit.

Please consider my application and if successful, I agree to adhere to the above terms and conditions.

Signed.....

Name.....

Date.....

Please return this form with your deposit cheque made payable to:

Kentish Trader Limited

Trader House
118B island Wall
Whitstable
Kent
CT5 1DY

OR email to info@whitstableharbourvillage.co.uk

OR call 01227 262433