



# Kaleidoscope Festival

*Celebrating cultural diversity in Welwyn Hatfield*  
*Saturday, 18<sup>th</sup> July 2009, Stanborough Park, WGC*



## Information for stallholders and other participants

### Introduction:

Welwyn Hatfield Ethnic Minority (WHEM) Group is, once again, pleased to be organising Kaleidoscope Festival. The festival is a community event organised by the Group for the benefit of the people of Welwyn Hatfield and the surrounding areas. This year's event takes place in Stanborough Park, Welwyn Garden City, on Saturday, 18<sup>th</sup> July.

The purpose of the festival is to provide an opportunity for local people from diverse backgrounds to come together and celebrate the area's rich cultural diversity. This is achieved through a large variety of information stalls, dance and music, art and craft, food from around the world, activities for children and young people, amongst others.

The festival's mission is to be the leading cultural diversity celebration event in Welwyn Hatfield and the neighbouring areas. To achieve this, the event aims:

- To bring together the people of Welwyn Hatfield to celebrate the area's rich cultural diversity
- To contribute towards a community where people from different backgrounds feel they all belong and can come together to celebrate a shared sense of belonging
- To support communication, interactions and engagement between all sections of the community, particularly between local black and minority ethnic (BME) citizens and service providers
- To promote community cohesion and respect between people of different backgrounds by providing a friendly and relaxed opportunity for people to come together and learn from and about each other
- To provide an opportunity for local people to make a positive contribution towards their community by acting as volunteers, exhibitors or performers

As the festival organiser, WHEM Group is only able to host the event and maintain its success due to the generous support of the local community. This includes the generous commitment and dedication of members of the planning committee, the volunteers on the day as well as sponsorship, donations and support in-kind from voluntary, private and public organisations in the area.

### Our Fees:

As a charity WHEM Group needs to raise all the money needed to cover the costs of hosting Kaleidoscope Festival. The festival, the biggest of its kind in the county, does not charge members of the public to attend. This, we believe, enables as many local people as possible to attend the event and share in its success at no or only for modest financial costs. To help us meet the costs of holding the event, we therefore need to charge a small fee to our stallholders and exhibitors.

We endeavour to keep the charges as low as possible, mindful that many of our stallholders are either charities themselves or sole traders.

To this end, we will be charging the same level of fees as last year i.e.:

Private individuals or sole traders	£40
Voluntary/community group or charity	£40
Public authority or statutory body	£150
Private company	£150
Food providers	£350
Other activities	Fees on application

## Space allocation

Stallholders inside our marquees, i.e,

- **Art and Craft**
- **Children's Activities**
- **Fashion and Beauty**
- **Information**

will be allocated one table, (6ft x 2.5ft), and two chairs. **We regret stallholders will not be permitted to bring additional tables or chairs as this may interfere with our health and safety management plans.** If you require extra space, please let us know as soon as possible. Extra charges may apply for this.

Outdoor stallholders will be provided with one table, (6ft x 2.5ft), and two chairs. As this will be in open air, stallholders will be responsible for providing any covers (self-assembly gazebos or sun umbrellas only) against the weather. **Stallholders wishing to bring any other types of structures will need our prior approval.**

## Our Health, Safety and Risk Management Arrangements:

As the festival organisers, Welwyn Hatfield Ethnic Minority Group recognises and accepts the health and safety and other responsibilities that arise from hosting the event. We are committed to ensure the festival is safe for all our volunteers, exhibitors, performers and members of the public. We are also committed to discharge our legal obligations, including those under by **Health and Safety at Work etc Act, 1974, the Licensing Act, 2003.**

We believe we have demonstrated these commitments by maintaining a good safety record for the event since we started in 1998. This has, in turn, contributed to the festival's continuing success, which we wish to maintain and build on.

We therefore request and require all our stallholders and participants to observe the festival's Health and Safety Risk Assessment and Management Plan, (available on request), other relevant regulations and any other reasonable requests as we seek to discharge our legal and other obligations. As a stallholder, please take the time to read the following and get in touch with us if you need any clarification or further information.

## Beauty Treatments:

Any stallholder offering a beauty treatment to the public at the festival will be required to have applicable qualification for the treatments offered. They must also have public liability insurance to cover their activities valid on the day of the event. Written evidence of relevant qualifications and public liability insurance cover must be provided by Friday, 29<sup>th</sup> May 2009.

## **Outdoor attractions, e.g. quad-bikes, helter-skelters, bouncy castles, trampolines, etc):**

Stallholders must have health and safety risk assessments for each attraction, in accordance with any legal requirements, industry guidance or prevailing good operational practice. They must also have public liability insurance cover of not less than £5 million. Written evidence of all the above must be provided by Friday, 29<sup>th</sup> May 2009

## **Food and refreshment providers:**

- a.** All food and refreshments' providers must be registered with their local authority as mobile food caterers under the **Food Premises (Registration) Regulations 1991** or any other applicable regulations;
- b.** Stall-holders must have a comprehensive health and safety risk assessment to cover their proposed activities, including, if applicable, a fire risk assessment;
- c.** Suppliers must have public liability insurance cover of not less than £5 million, valid on the day of the festival;
- d.** All staff who would be preparing or serving food to the public at the event must have food hygiene certificates in line with legal requirements and prevailing best practice, particularly in relation to the dates the hygiene certificates were awarded;
- e.** A copy of the proposed menu and indicative prices must be provided to us prior to the festival. The menu and price-list must also be available to customers on the day of the festival;
- f.** Unless otherwise agreed prior to the event, food providers will be expected to provide their own power supply. Food providers who require access to electricity must advise us by Friday, 29<sup>th</sup> May 2009;
- g.** Written evidence of all the above must be provided by Friday, 29<sup>th</sup> May 2009

## **Supply of Alcohol:**

- a.** Supply of alcohol to the public at the festival must comply with the provisions of the **Licensing Act 2003** and Stanborough Park's premises licence.
- b.** Suppliers must have a comprehensive health and safety risk assessment covering their activities. They must also have public liability insurance cover of not less than £ 5 million, valid on the day of the festival;
- c.** The bar must have adequate staff to meet expected demand.
- d.** All required documents must be sent to our office by Friday, 29<sup>th</sup> May 2009

## **Information for all stallholders:**

- a.** **To meet the conditions of our own public liability insurance, all exhibitors and stallholders at the festival must have their own public liability insurance cover valid on the day of the event. Evidence of the cover, with confirmation that WHEM Group would be indemnified as a 'principal', will be required by Friday, 29<sup>th</sup> May 2009. We regret exhibitors unable to meet this requirement would be unable to participate.**
- b.** Any applicable fees must be received by **Friday, 29<sup>th</sup> May 2009**. Stall bookings will only be considered confirmed once the relevant fee has been received. Cheques should be made payable to "**Welwyn Hatfield Ethnic Minority Group**". BACS details for direct bank transfer are also available on request;

- c. To enable us meet the cost of hosting the event, we are most unlikely to give exclusive or priority access to stallholders. Stallholders who may be concerned about similar traders at the event are advised to contact us prior to confirming their attendance.
- d. Stall-holders must arrive at the venue of the festival, (South Side, Stanborough Park, Welwyn Garden City), in good time to set up their activities before the event opens to the public at 12:00 pm;
- e. **No vehicles, except Emergency Service Response vehicles, will be allowed onto the festival site between 11:30 am and 6:30 pm. Stallholders' vehicles arriving at the gate after 11:30 am will not be allowed access to the site;**
- f. On arrival at the site, all stallholders must report to the Event Control Centre to sign in and for directions to their stall location. There will be volunteers to assist as necessary;
- g. Any stallholder requiring access to electricity supply must advise us by **Friday, 29<sup>th</sup> May 2009** by filling out an Electricity Request Form (available on request). Electrical equipment used at the festival which is more than 12 months old must have a valid Portable Appliance Test (PAT) certificate. All electrical appliances must also be fitted with a surge (RCD) protector;
- h. Stallholders will be responsible for setting up their own stalls. Stallholders may deliver materials and equipment from 8:00 am on the day of event;
- i. **All vehicles, except those with prior written authorisation, must be removed from the event area to the designated parking area by 11:30 am. Authorisation to keep vehicle in the event area must be sought in writing by Friday, 29<sup>th</sup> May 2009;**
- j. A 'Pay and Display' car park system operates at Stanborough Park. Stallholders will be responsible for covering their car-park charges and those incurred by their staff/volunteers;
- k. Exhibitors must not leave their stalls unattended at any time. Stallholders are responsible for arranging staff/volunteers to provide cover. Kaleidoscope Festival volunteers will be available the whole day to provide information or answer any queries;
- l. Stallholders are responsible for the safekeeping of any monies collected. All materials are the responsibility of the owner and WHEM Group will not accept responsibility for any loss or damage to property;
- m. Stall holders must ensure any litter/rubbish from their activities is disposed of appropriately in the litter bins provided;
- n. Although we will make all reasonable efforts to respond to specific site or space allocations, the final decision about allocations for any activity at the festival will be at our discretion;
- o. **The event finishes at 6:00pm. For the safety of everyone and in fairness to stallholders, exhibitors are not permitted to dismantle or depart from their stands before 6:00 pm.**
- p. **Whilst Welwyn Hatfield Ethnic Minority Group will take all reasonable steps to ensure the event complies with applicable rules and regulations, (e.g. with regards to health and safety), all participants must adhere to the event's health and safety rules and not do anything to jeopardise their or other people's health and safety;**
- q. **Although Welwyn Hatfield Ethnic Minority Group will take all reasonable steps to run the festival as advertised, we reserve the right to cancel the festival due to circumstances beyond our control, including to comply with our health and safety obligations. We regret that, if such a cancellation occurs after receipt of your stall fees, we may be unable refund the money.**

## Conditions of participation at Kaleidoscope Festival 2009

1. I agree to attend the festival and only carry out the agreed activity.
2. I understand that if my booking is cancelled after it has been confirmed i.e. on payment of the applicable fee, or if I am unable to attend, the stall fees would be forfeited and are non-refundable;
3. I understand I am expected to set up my activity and to leave the area in the condition it was found prior to the event. I agree to arrive on site in good time to set up my proposed activity. **I further understand unauthorised vehicles will not be permitted on site between 11:30am and 6:30pm;**
4. I understand I am required to have public liability insurance cover valid on the day of the festival. I further understand I am required to indemnify the festival organisers for any costs incurred by them, should I be legally liable for any claim or part of a claim in connection with my attendance or activities at the festival;
5. **I agree to take all reasonable precautions to safeguard the health and safety of myself and of others. I further agree to abide by any reasonable requests from the festival's organisers to ensure the smooth running of the event;**
6. I understand it is my responsibility to provide adequate staff/volunteers on the day to safely run my proposed activities;
7. I understand the equipment provided by me is my responsibility. The organisers take no responsibility for damage/theft of equipment or any loss of property on the day. I further understand that I am liable for any treatment or activity carried out on the public and Welwyn Hatfield Ethnic Minority Group takes no responsibility;
8. I agree to abide by the event's safety procedures as set out in the festival's Health and Safety Risk Assessment and Management Plan;
9. I understand the organisers will provide music and dance stages, a changing tent, marquees, a public address system, electricity, (except for food providers, bar and children's activities), tables and chairs. I accept that it is my responsibility to provide any other equipment necessary for my activity at my own expense. I further undertake to ensure any such equipment is both safe and suitable for the purpose;
10. I understand the festival organisers reserve the right to cancel my proposed activity if I do not abide by the festival's terms and conditions or if the event's health and safety regulations are broken;
11. I enclose a cheque for £.....made payable to Welwyn Hatfield Ethnic Minority Group, as the stall fee;
12. I also enclose copies of the applicable documents (food hygiene certificates, public liability insurance cover, Health and Safety Risk Assessments), etc;
13. I have read and understood the information about Kaleidoscope Festival and I agree to abide by the event's health and safety and other arrangements.

Name:	Organisation (if applicable):
Signature:	Date:

Please return a signed copy of these *Conditions of participation*, together with the applicable fee and any other necessary documents, to the address below. More details about the festival are also available on our web-site [www.kalfest.org.uk](http://www.kalfest.org.uk)

### **Organised by Welwyn Hatfield Ethnic Minority Group**

**Bill Salmon Centre 88 Town Centre Hatfield Herts. AL10 0JW**

**Telephone: 01707 262 548 Fax: 01707 258 845**

**[www.kalfest.org.uk](http://www.kalfest.org.uk) Email [whemg@yahoo.co.uk](mailto:whemg@yahoo.co.uk)**

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