



LodeStar Leisure Ltd
The Guildhall Lode
Cambridge CB25 9EW
+44 1223 813 318
info@lodestarfestival.com
Co. 5580575. Vat. GB 874 0995 81

Entertainment Application Form

LodeStar use only.		
Date Recv'd	/	/
Accepted	N	/ Y
Confirmed	N	/ Y
Recorded tick	()
Paid	N	/ Y
Papers in	N	/ Y
and valid	N	/ Y

Please see website for current year's dates for the festival.

Your details

(Type of entertainment provided):

Your fee: **No / Yes** **£**

Your Contact Details

Company Name:

Owner Name:

Owner Telephone:

Owner Mobile:

Email Address:

Postal Address:

Contact managing the stall at the festival if different from above or in addition to:

Name:

Position / responsibility:

Qualifications if a food vendor:

Mobile:

Emergency contact name and number:

Background

Brief description of your trading history, approach, activities and values.

Photographs of your stalls/entertainment are welcome. Please attach them to your application.

Power requirements.

We need to arrange power in advance so please state your power needs here.

We may have to charge on the day if more power is required.

Your electrical equipment must be PAT tested and showing a current label to certify test.

It is assumed you will have lighting for your stall and work area, LodeStar has lighting for the public areas.

1. kW's needed:
2. Number of 16 amp - blue round ceeform:
3. Number of 32 amp - yellow round ceeform:

Entertainment area needed: Please indicate below all the details specified, include staff numbers in total

Total Area size: Front metres by depth metres

This includes unit size plus extra space if needed for the workshops or activities

Unit: Please select: Trailer, marquee, counter, gazebo - (these must be commercial grade and able to withstand reasonably strong winds).

Unit Size:

Number of vehicles, please state type, car, van beside each quantity:

(HGV / LGV only allowed by prior agreement, please inform here of any large vehicle requirement for arrival or deliveries that you may have). Also see General Terms and Conditions on further pages of this application,

Accommodation type and number (tents, caravans):

You will be offered a space on the backstage area or general camping if you prefer.

Number of staff:

(Accurate numbers are needed to produce wristbands and access to the festival)

Number of staff first aid trained:

Marketing / Promotion:

Please indicate if you are willing (when able at other events) to display and /or distribute LodeStar printed material at your stall throughout the year **Please delete /cross out: Yes / No**

Your support works for us all and is acknowledged by LodeStar to be preferred traders.

All material will be posted to you, do let us know when you need more. We regard this as a matter of trust.

Standards

LodeStar expects all on-site to follow all Health and Safety Executive guidelines

1. Insurance policy certificate:
 - a. Product
 - b. Employer
 - c. Public Liability cover
2. Health and Safety Risk Assessment
3. Fire risk assessment showing fire extinguisher number, type and size
4. Electrical Installation Certificate and PAT test labels.
5. Policy on Accident Reporting to be followed.
6. A number of staff are first aid trained
7. Please provide any other applicable information - ie details of the DBS checks if your activities involve dealing with children or your quality assurance processes and management systems.

Your delaration

I/We have read and understood the terms and conditions of this application and agree to abide by them if my application is accepted.

Submitting this application form does not guarantee inclusion at the festival, only confirmations by email are valid.

Please ensure all information is provided in full.

Signature:

Date:

Print Name:

Company Name:
(if applicable)

Please send this application by:

Email to: events@lodestarfestival.com

**These notes are for your records and to relate to before you come and whilst at LodeStar!
Please give a copy to each staff member.**

General Terms and Conditions

1. Licence hours for performances are from 11:00 to 02:00. Performances out of these hours are not permitted.
2. LodeStar will provide electricity. **Traders are not permitted to use their own generators.**
3. **No GLASS items to be served.**
4. **No pets or animals on site.**
5. LodeStar will not supply tables, chairs or any other equipment.
6. Final layout of the site will be at LodeStar's discretion.
7. You are responsible for security and liability of your pitch.
8. LodeStar SIA security staff will be onsite 24 hours.
9. No potentially offensive items are allowed.
10. No permanent tattooing or skin piercing services to be offered.
11. No flammable items including 'fire toys', fireworks and candles to be sold.
12. No gas helium cartridge canisters or 'legal herbs / substances'.
13. Overhanging top poles and goods likely to be dangerous are not permitted.
14. No smoking (only in allocated smoking zones).
15. No broadcasting of visual images without prior agreement with the festival management.
16. Bad language or verbal, physical abuse of any nature will not be tolerated at LodeStar, perpetrators will be escorted from the site without a refund.
17. Cash handling and security is your responsibility.
18. All fuels and gas cylinders to be stored safely following fire safety guidelines and not in public areas.

General Health and Safety

LodeStar's H&S officer has the final say if a discrepancy occurs.

First Aid

Seek immediate help from the festival medical team and isolate any bleeding or contaminated food.

Waste & the Environment

LodeStar encourages recycling and responsible waste disposal.

NO FLUIDS ARE ALLOWED TO BE DISPOSED OF ON THE LAND.

Please use the holding tanks provided by the toilet company nearby.

Bottled Water

LodeStar supplies and sells ALL Bottled Water at the festival.

You may purchase the bottles from the LodeStar during the festival to sell on at the site wide set price.

Getting to LodeStar

Traffic signage is in place from the A14 turn off for Cambridge.

Head through Stow cum Quy and onto Lode, the home of LodeStar Festival.

On Arrival

1. All vehicles MUST STOP at the entrance and await directions, if you drive across the fields without permission you are likely to be asked to leave.
2. Please observe a safe and sensible driving speed at all times and showing consideration for local traffic and residents.
3. Please tell security /car park attendants you are performing at the festival, they will then direct you to the Traders manager or HQ.
4. The trader manager or HQ will check you in and if all requirements are in order they will escort you to your designated area.
5. Access to the site will be from one day before the festival from 09:30hrs to 20:00hrs and not before, unless previously agreed with LodeStar.
6. No site access allowed after 20:00hrs on the day before the festival.
7. Supply vehicle movement times are from 06:00hrs to 09:30hrs daily.
8. ALL moving vehicles must be guided by LodeStar stewards.

Parking

Maximum of two vehicles allowed on site (unless a prior arrangement is agreed prior to the festival).

All other stall vehicles are offered free car parking in its designated vendor parking area (note this is strictly for staff only).

LodeStar accepts no liability for loss of or damage to vehicles or other property on the Festival site.

Leaving

Please contact the Trader Manager or HQ before leaving LodeStar. ALL moving vehicles must be guided by site staff.

Packing down and leaving the site will be on the Monday following the festival from 10:30am depending on level of festival-goer traffic. The site must be cleared by 4pm Monday.

Contact the LodeStar office on info@lodestarfestival.com or ph 01223 813 318

Thank you for your interest in wanting to be a part of LodeStar.

LodeStar recognises traders that have given good value and service to festival-goers in previous years.

We look forward to meeting and working with you to make LodeStar an enjoyable experience for all.

Yours sincerely,



Doug Durrant
Festival Director