



## **Zimbabwe Heritage Festival Stall Application Form 2026**

Please complete all sections of this form. Any missing information may delay the processing of your application. Applications must be accompanied by the correct fees, risk assessment, copy of public liability insurance, and fire-retardant certification for those bringing their own marquees or gazebos. The colour of the gazebo must also be provided in advance.

### **Contact Details:**

Name:

Business/Trading Name:

Address:

Telephone:

Mobile:

Email:

Website:

Contact Name & Mobile at Event (if different):

### **Stall Details:**

Description of Products/Services:

(Provide as much detail as possible)

Electricity Required? Yes  No

Water Required? Yes  No

### **Payment Details:**

Payment can be made via bank transfer to the following account:



**Account Name: Milton Keynes Zimbabwe Community Association**

**Bank : Virgin Money**

**Sort Code: 82-12-08**

**Account Number: 70134696**

## **Booking Terms and Conditions**

### **1. Documents**

All required documentation (risk assessment, public liability insurance, fire-retardant certification) must accompany the completed booking form. Missing information may result in delays or cancellation.

### **2. Public Liability Insurance**

Traders must hold public liability insurance with a minimum cover of £1 million for the duration of the event.

### **3. Health & Safety**

Food stall traders must provide all relevant health and safety documentation, including method statements and risk assessments, upon request by the event organiser.

### **4. Stall booking without payment.**

Completion of the application form does not guarantee a stall booking without payment. Confirmation, access details, and permits will be sent once the application and payment are received.

### **5. Goods sold.**

Only the goods/services detailed on the booking form may be sold from your stall.

### **6. Stall Staffing**

Vendors are responsible for staffing their own stall at all times during the trading hours. Organisers accept no liability for unmanned stalls.

### **7. Trading Times**

The Zimbabwe Heritage Festival is open to the public from 11:00 am until 8:00 pm. All stalls must trade for the full duration of the event hours.

### **8. Refunds & Cancellations**

Refunds due to cancellation, whether by the organiser or trader, are at the discretion of the event organiser. **FAILURE TO ATTEND ON THE EVENT DAY WILL NOT RESULT IN A REFUND. FOUR WEEKS' NOTICE PRIOR TO EVENT MUST BE GIVEN FOR A REFUND TO BE CONSIDERED.** The Zimbabwe Heritage Festival reserves the right to cancel or postpone the event at any given notice.

### **9. Obstruction of pathways.**

All display materials and goods for sale must be positioned within the allotted area and must not obstruct pathways. Traders must ensure that all structures are sound, secured firmly to the ground, and able to withstand adverse weather conditions. Trip hazards (e.g., guide ropes) must be clearly marked.

### **10 Waste disposal.**



Allotted spaces must be kept clear of waste during and after the event. Please use the provided skips for waste disposal.

#### **11. Responsibility of goods**

Traders are responsible for their goods while travelling to and from the event site and during the event itself.

#### **12. Stall Specifications**

Market stalls are 10ft x 4ft and include a PVC canopy, skirt, and table top.

Gazebos available are 3m x 3m.

#### **13. Branded marquees/gazebos**

Any marquees/gazebos brought by traders must be of excellent quality, compliant with British Standards for manufacture, and able to withstand various weather conditions. They must be well-tethered and are the full responsibility of the stall holder.

#### **14. Prohibited items**

No tobacco, alcohol, weapons, or wax flares will be sold at the event.

Glass items are not allowed at the event site.

Petrol generators are strictly prohibited.

#### **15. Damages**

Traders are responsible for any loss or damage occasioned to the event site or visiting persons as a result of their negligence.

#### **16. Vehicle access**

All support vehicles and cars must be off-site by 9:30 am on the event day. There will be no vehicle access during the event, and any disregard of site safety rules may compromise future bookings.

#### **17. Event Licence**

This event is covered by premises and public entertainment licences obtained by the organisers.

The event organiser maintains the right to invite and accept whichever stalls/traders are appropriate for the event. There is no right to product exclusivity.

#### **19. Event Licence**

This event is covered by premises and public entertainment licences obtained by the organisers.

Declaration: I understand the booking conditions and will abide by them at all times. I declare that all information provided is correct, and all required documentation accompanies this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to:

Email: [admin@zimbabweheritage.com](mailto:admin@zimbabweheritage.com)

Queries: +44 7512 033 698