

KINGSTON CARNIVAL 2025

Charity stalls Terms and Conditions

Date: 7th September 2025

7:00am - 8:00pm (Set-up and ready by **10.30am**)

We would like to invite charity stall holders to submit their application form for Kingston Carnival 2025.

Before applying, **please read** our terms and conditions. Failure to read, understand and implement our terms and conditions may result in your charity being unable to have a stall on the day of Carnival.

Stalls are **own rigged**. We **do not** provide stalls and/or equipment for charities.

Venue: The Market Place, Kingston Town Centre, Memorial Gardens, All Saints Church, Apple Market and Clarence Street.

Pitch Size: 3m x 3m. You must not take any space beyond this as there will be traders and charity stalls to either side of your pitch space. Extra space such as seating is not allowed.

Equipment: you must provide **own tables and a gazebo with weights**. Please do not bring a generator unless it is battery or solar powered. All equipment will need to be connected to mains - please let us know your power requirements well in advance.

Vans are welcome (ideally electric if possible) at a cost of 2 stalls.

No Open Flames: due to Health and Safety regulations we cannot permit any open flames.

Times: Setting up must be completed by **10am**. All vehicles must be cleared off the trading area by **10.30am**. Clearing up must **begin no earlier** than **8.30pm**. There will be road closures from approximately 10.30am onwards so you must arrive on time to set up otherwise you will not be able to access your stall space.

Pitch tenure: There is **no guarantee that specific pitch spots will be reserved for specific stallholders**. We will avoid unhealthy competition. However, priority is given to the flow of the market and the needs of customers.

Presentation of stalls: Pitches should be well-presented and attractively displayed.

Pitch maintenance: Any boxes or rubbish must be kept out of sight under stalls. There will be a designated recycling area for you to dispose of paper, cardboard, plastic bottles and plastic containers, glass and metal cans. **However you will be expected to take general waste away with you.**

You will be expected to support the staged introduction of **environmentally-friendly** packaging and waste disposal.

Waste and Packaging: We are encouraging stallholders to phase out plastic bags for waste and use compostable bags instead wherever possible. This is to help deliver improved sustainability outcomes for the carnival. **Please avoid using single use plastics wherever possible.**

Water: Carnival cannot supply running water. Drinking water is available at certain locations.

Allergies: Please clearly display a full ingredients list with food allergens emphasized.

Public liability insurance: Certificate must be available for inspection.

Payments: £125 for charities/non-profits (includes £50 street trading cost from Royal Borough of Kingston).

The deadline for this payment is the **29th August 2025** to be made by BACS payment. **We do not accept cash or cheques.**

Parking: You are entitled to one parking space on the day.

Toilets and drinking water: Yes.

Additional necessary requirements from RBK

- Fire safety: please flag any potential fire hazards and bring firefighting equipment such as fire blankets and extinguishers as necessary.

Please Note

RBK have recently relaunched the website in relation to event organisation and there is a lot of useful information there. <https://www.kingston.gov.uk/neighbourhood-community-safety/organising-safe-events/3>

Thank you for your custom. Kingston Carnival 2025

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Charity Stall Application Form

Disclaimer: This application form does not guarantee you a pitch at Kingston Carnival 2025. If you are offered a pitch at Kingston Carnival you must comply with all regulations we have provided in this application form. Failure to comply with our guidelines and requirements will result in your business being unable to trade on the day.

Documents to be attached with this application:

- .H&S Policy
- .Liability Insurance
- .Safety Risk Assessment

Application forms without these documents will not be considered.

Please provide the following information:

Charity name:

Contact name:

Address:

Phone

Number:

Email:

Website:

Twitter:

Facebook:

Instagram:

Please provide a Brief Description of your charity and what you provide:

**Any additional comments/concerns regarding the last Carnival (2024)?
Please provide your comments here:**

Do you require power supply? Please provide details here:

**Finally, please attach 3 photos of your business to your email
when sending this application to carnival2025@kingstonrec.org**

I accept all conditions set out by the Kingston Carnival Committee and any infringement of these conditions will result in action including exclusion from the Carnival. By completing this application form electronically, your signature to this document is implied and accepted.

Signed (typed name will suffice):

Date: