



# Southampton Mela Festival 2024

## Coffee Stall Booking Form

Hoglands Park, Saturday 13th July 2024, 11am - 10pm

Please complete this form to book a coffee stall. Coffee stalls can **start trading at 8am** to serve the crews setting up. The Mela opens to the public at 11am.

### Applicant Information

Full Name :

Trading Name :

Address :

Postcode :

Mobile :

Phone :

Email :

### Your Product

Please give a full description of the type of catering you will provide and all items, services and promotional signage you will be displaying.

  

### Coffee Stall Fees

Please tick

Coffee Stall : £240 including VAT

Power & fuel : £150 including VAT

You will need to show that all electrical equipment brought onto site is up to date with PAT testing.

For a different pitch size, email Art Asia (for trailers please include the tow bar)\*

### Payment

**TOTAL £**  A 50% non-refundable deposit is required with this booking form. Final payment is due prior to the event. Payment will not be accepted on the day.

**Please make payment when sending this booking form. BACS Transfer to Lloyds Bank PLC: Art Asia Trust Ltd / Account No: 66764260 / Sort Code: 30-99-50.**

The deadline for booking a stall is **28th June 2024. Payment will not be accepted on the day.**



# Southampton Mela Festival 2024

## Coffee Stall Booking Form

Hoglands Park, Saturday 13th July 2024, 11am - 10pm

### Documents & Signature

Please tick

- I enclose a copy of my Public Liability Certificate
- I enclose a copy of my Employers Liability Certificate
- I enclose a copy of my Health & Safety Hygiene Certificate
- I enclose a copy of my Gas Safety Certificate (if gas is being used)

  
  
  


The food business is registered with (Local Authority):  (Provide evidence)

### Disposal of Rubbish/Litter

**CATERERS ARE RESPONSIBLE FOR REMOVING OR DISPOSING OF RUBBISH IN THE BINS PROVIDED. ALL RUBBISH MUST BE CLEARED FROM THE PITCH. A CHARGE WILL BE MADE TO CATERERS WHO LEAVE RUBBISH AND WASTE BEHIND ON THEIR PITCH.**

### Documents & Signature

**\*If your stall exceeds the size of pitch paid for, you may not be accommodated on site and NO refund will be given. If an oversize stall can be accommodated, then you will be charged for the extra space.**

### FOOD PRICES AND ALLERGY SIGNS MUST BE DISPLAYED.

I/we hereby apply for space as indicated above, I/we have been provided with and have read and understand the Terms and Conditions of the Southampton Mela Festival and will abide by them. I/we confirm I/we have noted and understood that use of single use plastics in catering materials is prohibited at the Mela site.

Signed :

Print Name :

Date :

Position in Organisation :

**Submit your completed form to:** [mela.admin@artasia.org.uk](mailto:mela.admin@artasia.org.uk)

**Please note that all communications and enquiries must be through email:**  
[mela.admin@artasia.org.uk](mailto:mela.admin@artasia.org.uk)



Registered in England & Wales, Art Asia Trust,  
 Limited Company Number: 2964315, Charity Number: 1070019, VAT No. 717 695987  
 Art Asia Trust Ltd, Suite 3, Fairways House, Mount Pleasant Road, Southampton, SO14 0QB