

Spirit of Tenterden Festival 2025

Application Form

A fun-filled family event! <https://www.spiritoftenterden.co.uk>

Festival Dates: 4-6 July 2025

Location: Tenterden Recreation Ground, TN30 6RA

Festival Hours:

Friday: 3:00 pm - 10:00 pm

Saturday: 10:00 am - 10:00 pm

Sunday: 11:00 am - 5:00 pm

Minimum Trading Times:

Friday

Craft & Food Retail Stalls: 3:00 pm - 6:00 pm (option to trade later)

Catering Food Stalls: 6:00 pm - 9:00 pm (can start earlier at 3:00 pm or trade later)

Bars: 3:00 pm - 10:00 pm

Saturday

Craft & Food Retail Stalls: 10:00 am - 6:00 pm (option to trade later)

Catering Food Stalls: 12:00 pm - 9:00 pm (can start earlier at 10:00 am or trade later)

Bars: 11:00 am - 10:00 pm

Sunday

Craft & Food Retail Stalls: 11:00 am - 5:00 pm

Catering Food Stalls: 12:00 pm - 5:00 pm (can start earlier at 11:00 am; must stop by 5:00 pm to allow for cleanup)

Bars: 11:00 am - 5:00 pm

By completing this application, you are requesting a pitch to trade at the Spirit of Tenterden Festival on 4-6 July 2025. Submission of this form does not guarantee acceptance. If approved, payment instructions will be provided. Acceptance does not imply exclusivity for any stallholder.

The Spirit of Tenterden Festival is a non-profit Community Interest Company (CIC) run by community volunteers, with an annual budget of approximately £28,000.

1. What is your name

2. What is your business trading name

3. What is the full address of your business

4. What is your email address

5. What is your mobile telephone number (please add landline if you don't have a mobile number)

6. What is your website name (or any other online presence)

7. What are your social media accounts? Please list URL of all of your accounts:
Facebook, "X", Instagram & others

8. THIS SECTION IS FOR COMMERCIAL PITCHES ONLY

Electric Hook-Up: For food catering units, electric hook-up is mandatory and included in the stall price. Non-catering stalls may opt for hook-up at a rate of £100 for the entire festival.

Pitch Size Requirements: Your complete setup must fit within the pitch size you book (options include 3x3m, 6x3m for catering, or your specified booking). Larger setups will incur an additional fee. Space is limited, so please ensure that your pitch accommodates your full setup, including tow bars, tables, and chairs.

Waste Disposal: Onsite waste disposal is available via a compound for an optional fee of £200 per trader.

Tick all that apply.

	Tenterden 50% discount	Local/within 20 miles of Tenterden 35% discount	20-30 miles of Tenterden 20% discount	Within 50 miles of Tenterden 10% discount	Rest of Kent/East Sussex or elsewhere
FOOD & DRINK CATERING - hot food/alcohol for consumption on site 6x3m pitch £900 includes electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VEGAN FOOD CATERING OR RETAIL - vegan ONLY 6x3m pitch £350 includes electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOOD RETAIL - eg fudge, cakes, jam, chilli sauce, bread, 3x3m pitch £300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COFFEE/NON ALCOHOLIC/JUICE BARS/ICE CREAM, 3x3m £300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL RETAIL - eg homeware, antiques, collectables, garden 3x3m pitch £200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**HAND MADE
ARTISAN CRAFTS**
- the majority of
items to be hand-
made by you
personally eg
clothes, wooden
items, pottery etc
3x3m pitch £150

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Larger pitch
required (please
apply for price)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**ONSITE
WASTE/rubbish
compound use
£200 (no discount
applies) - if you
wish to use our
onsite waste
compound instead
of taking your own
stall rubbish home
please tick here**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. **FOOD AND DRINK STALLS**

We encourage all food and drink vendors to feature locally sourced food and drink wherever possible.

Please provide a brief description of your menu and specify the origin of your ingredients.

Additionally, we request that each stall includes one budget-friendly item on the menu to offer a more affordable option. We also invite you to consider adding smaller, kid-sized portions for younger guests.

10. FOOD AND DRINK STALLS

Food and hot drink vendors are expected to offer a small discount to volunteer stewards and event staff on duty.

Tick all that apply.

- I am willing to offer a small discount to volunteers/event staff on duty
- I am not willing to offer a small discount to volunteers/event staff on duty
- I am not a food or hot drink stall

11. THIS SECTION IS FOR CHARITIES/COMMUNITY GROUPS ONLY

Pitch Availability: Local Tenterden-based charitable and non-profit community groups can apply for a **FREE pitch**, subject to approval by the organising committee. This offer excludes national charities.

Stall Requirements: To enhance the festival atmosphere, stalls should feature interactive and engaging activities rather than static displays. Tombolas and raffles are not permitted; however, donation buckets/charity pots are acceptable.

A *£100 refundable deposit* is required, which will be returned if you attend on your selected day(s). Please indicate the day(s) you wish to participate: Friday, Saturday, and/or Sunday (applications for all three days are welcome). *Note:* If you reserve two days but attend only one, the deposit will not be refunded as the pitch could have been offered to another group.

Non-local charities may be considered if a similar service or organisation is not available locally.

Tick all that apply.

- We are a local Tenterden town charitable and non-profit community group and wish to apply for a free pitch
- Friday - charity pitch
- Saturday - charity pitch
- Sunday - charity pitch
- Larger pitch required, (your basic allocation if successful will be 3mx3m please enquire if you want to be considered for a larger pitch)

12. THIS SECTION IS FOR CHARITIES/GROUPS ONLY

Please describe how your stall will align with the festival's lively atmosphere by offering interactive and engaging activities rather than static displays. Tell us about the specific activities or attractions that will draw visitors to your stall. You may let us know later about your activities but this will be required

13. Electricity

Electric hook-up is required for all food catering units and is included in the stall price. Non-catering stalls can opt for an electric hook-up at £100 for the entire festival.

Tick all that apply.

	Yes	No
Electrical Three Pin Double Socket required £100 (specify type required below) – no discount applies to this	<input type="checkbox"/>	<input type="checkbox"/>
I am a food catering unit (electric hook up is included in fee), please tick "yes" here	<input type="checkbox"/>	<input type="checkbox"/>

14. Electric Hook Up

If you have chosen to have an electric hook up please list the equipment you plan to plug in and wattage (adjustments can be made up to two weeks before the event). What type of socket do you require?

15. Your Stall

Please describe your stall setup (e.g., gazebo, food truck, or other).

Provide the EXACT dimensions of your entire setup, including any attached items such as tow bars, guy ropes, or vehicles that are part of your stall. If your vehicle is part of your stall, please indicate this here.

16. What are you selling

Please list/describe what you will be selling. If you have chosen the "Hand Made Products" section what percentage of your goods are personally handmade by you?

17. Question for Food stalls only

What is your food hygiene rating and which local authority are you registered with?

18. I/we agree/understand/confirm

Tick all that apply.

- we will have the correct insurances in place for July 2025, ie minimum £5 million public liability insurance (you will need to provide a copy of your insurance certificate)
- if a food stall we have a food rating of 4 or 5 (or the equivalent) and hygiene certification
- if a food stall and using oil or other products for cooking we will protect the ground with rubber matting or similar to stop oil penetration onto the grass. All damage to the ground must be made good or costs will be charged for repair
- we understand that food and drink vendors are encouraged to offer a small discount to volunteer stewards/event staff on duty
- we are not a food stall
- if bringing gas cylinders to the event we will store, use and secure correctly
- if using gas cylinders or flames we have the relevant fire safety equipment eg extinguishers, fire blankets
- we are not bringing gas (or not sure yet)
- if bringing a generator to the event our generator is silent (if you attend the event with a generator that is not silent and you subsequently cannot run your stall no refund will be given). (NOTE generators cannot be filled on site). No petrol generators on site under any circumstances
- we are not bringing a generator
- all electrical equipment brought onto site must have a current PAT certificate or it will not be allowed to connect to the event's electrical supply (if any equipment trips a circuit breaker it must be immediately isolated and left unused, no refunds will be given if equipment cannot be used due to the above, and supplementary charges will be levied to cover any damage caused)
- we are not bringing electrical items (or not sure yet)
- we are responsible for bringing our own gazebo/marquee and all equipment including any tables & chairs we need
- our gazebo will be securely tied and weighted down, with guy ropes and X-bars used if needed on windy days. All potential trip hazards, such as guy ropes, will be clearly marked with flags, tape, or similar materials. If the Event Safety Manager finds that a stall or tent lacks sufficient stability, trading may need to cease, and deposits may be forfeited. To ensure safety, all gazebos and tents should have adequate pegs, ropes, and weights, especially in windy conditions.
- we must vacate the venue by 7pm on the Sunday at the end of the event (your pitch must be left in the condition you found it)
- if we use more areas than we have booked the event manager will charge for the extra space used (your pitch must include all your trading area, storage etc)
- if selling alcohol a TENS licence (Temporary Event Notice) will be required from Ashford Borough Council. We understand it is our responsibility to do this and failure to comply will mean we will be unable to sell alcohol at the event
- we are not selling alcohol
- we must not stop trading before the minimum trading times specified above. Please be aware that no vehicle movements can occur while the event is in progress

- parking is not permitted behind or by your stall unless your vehicle forms part of your stall
- no vehicle movements can occur while the event is in progress
- drip trays must be placed under any vehicles that are prone to leaking oil, and no diesel oil or other fuels may be spilled on the grass or other surface
- vehicles must not be parked on (or must not obstruct) paths or emergency access routes on the Recreation Ground
- all stall rubbish must be REMOVED at the end of each day and not left on site, all food stalls must provide a rubbish bin/bag at the front/side of their stall and take their own rubbish away. If rubbish is dumped in our waste compound or a public bin there will be a chargeable fee
- we are responsible for the behaviour of everyone working on our stall
- knives and sharp utensils must be kept out of reach of the public at all times
- spikes and/or pegs must not be driven more than 18 inches vertically into the ground
- traders are not permitted to sublet stalls, if you wish to share a stall with someone else you must be upfront about it from the beginning
- it is not permitted to give pets/animals away as prizes

19. ANYTHING ELSE? Is there anything else you would like to tell us.

CANCELLATION

If cancelled less than 30 days of the event the charge will be 100% of the pitch price and electrical connection cost. Otherwise the cancellation charge will be 50% of the pitch price only. The organisers reserve the right to cancel the event at any time in unforeseen circumstances. You will not be entitled to a refund of any monies paid if you fail to attend the event.

PAPERWORK

The paperwork listed below must be received no later than four weeks before the festival. If we do not receive this you will not be permitted to trade at the festival.

- Detailed list of food/menu/goods to be sold
- If selling food - signed allergen form - if applicable
- Public, Product and Employers Liability insurance
- Copy of Food Hygiene certificate if applicable
- Copy of Risk Assessment
- Copy of gas testing certificate if applicable
- Copy of TENS notice if applicable

RUBBISH

- Traders are responsible for catering waste, litter on their pitch and in the small public area directly in front of the pitch. Litter on general site is the responsibility of the festival organisers
- No facilities will be provided for the disposal of cooking oils, hot coals, waste water or stall generated rubbish
- Any trader found using public or festival bins, or leaving food or other waste behind on site will be liable to pay additional charges

WHAT HAPPENS NEXT

Your application will be assessed, and we will respond to you as soon as possible. Priority will be given to local traders. Due to high demand we will be limiting the number of exhibitors with the same product range. If your application is accepted, you will be sent payment details.

Please note, non/late payment or if we are unable to contact you, may result in your application being cancelled and your pitch given to someone else on our waiting list.

ADDITIONAL INFORMATION

Additional information will be provided nearer to the event including set up times.

THE SPIRIT OF TENTERDEN FESTIVAL TEAM

www.spiritoftenterden.co.uk

Twitter www.x.com/spirittenterden

Facebook www.facebook.com/spirittenterden

Instagram www.instagram.com/spirittenterden

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<https://www.spiritoftenterden.co.uk>



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