

News!

In 2020

The **Ball Street Deli** is becoming  
the **Kelham Community Market**

to better reflect the developing nature of stallholders  
and the purpose of the market for the benefit of the  
community.

**Same venue**

**Same event**

**Same organising team**

**Same great stallholders**



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**2020**

**Kelham Community Market – Stallholder Application Form**

Application form for **2020 Kelham Community Market** dates - **12noon-4pm**  
on **Ball Street, Kelham Island, S3 8BD**

Kelham Community Market has been created by the Kelham Island & Neepsend Community Alliance (KINCA) as a community food and produce market. The event was established with the aim is to grow interest in Kelham Island and grow the community by providing a unique market for the best of Sheffield's produce and our fantastic local community of foodies and makers. Following the success of 2019's markets, we are excited for 2020 and hope you will join us!

Ball St Deli dates for 2020 have been set:

- **Sunday March 22<sup>nd</sup>**
- **Sunday July 5<sup>th</sup>**
- **Sunday September 13<sup>th</sup>**
- **Sunday December 6<sup>th</sup>**

To apply for a stall at the Kelham Community Market please complete this form in full with as much information as possible, and return to our dedicated Kelham Community Market email address at [kelhamcommunitymarket@gmail.com](mailto:kelhamcommunitymarket@gmail.com) (either edit online or print-off, scan or photo, and email back)

If your application is successful, you will be notified via email so you can make payment.

All stalls are **£45.00** per pitch on a **3m x 3m** site. Please note that your spot is not confirmed until payment is received – see below for payment details.

If you book and pay in advance for all 4 dates, we are happy to offer a **reduced rate of £150** for all 4 dates.

**2020 Dates - Booking**

I wish to reserve a stall at the following Ball Street Deli date(s) – *tick as applicable*:

- Sunday March 22<sup>nd</sup>**
- Sunday July 5<sup>th</sup>**
- Sunday September 13<sup>th</sup>**
- Sunday December 6<sup>th</sup>**

My details are:

**Please note all your information provided below is confidential and for committee use only**

Contact Name:	
Name of Stall – Business Name:	
Name on BACS transfer (if different from above):	
Contact telephone number:	
Email address:	
Address and Postcode:	
Social media handles (if applicable):	<i>Facebook:</i> <i>Instagram:</i> <i>Other:</i>

**Please provide a full description of the product you are proposing to sell including any photos and any special attributes regarding your product:**

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### **Payment Details**

Payment to secure your pitch can be made in two ways:

- **BACS** to 'Kelham Island Community Alliance', Yorkshire Bank, Sort code: 05-08-03, Account number: 2162 7671. **Please include your business name reference or a reference that clearly identifies you.**

For any queries re: payment please email [kelhamcommunitymarket@gmail.com](mailto:kelhamcommunitymarket@gmail.com) for the attention of Amy, KINCA's Treasurer.

### **Food and Drink Stall applications only**

Please provide the following along with the above form:

- 1) Any special requirements for your stall  
**Please note: Electricity / gas supply is not provided – you must supply your own**
- 2) Name of registered local authority
- 3) What is your food hygiene rating?
- 4) Copy of public liability insurance documents
- 5) If using gas – gas certification is required.

### **Kelham Community Market Ethos and Rules**

#### **Trading Hours**

- **Trade runs from 12 noon until 4.00pm –**  
**Stall holder vehicle access is to be between 9am to 11am** and from 5pm onwards.  
There is to be no vehicle movement between trading hours – the bridge is pedestrian only for the duration of the event.
- We expect all Traders to keep the stall running for the full duration of trading hours.

#### **Set Up and End of Day**

- **Only space is provided:** There are no tables or gazebos provided, you must bring your own stall set (incl. weights) and make sure its weatherproof (it is sunny Sheffield of course).
- Please note that electricity or gas supply hook-ups cannot be provided by the organisers – you must supply your own; we are happy to help with any queries.
- All litter from stalls are expected to be put into the bins provided by the organisers.
- Please support our local environment - use of all eco-friendly products is strongly encouraged wherever possible. We ask that no plastic bags are to be used, paper bags can be used as an alternative. Keep your litter out of the river!

#### **Health and Safety**

- Stall holders handling food are required by law to have undertaken food hygiene training and operate in accordance with current UK legislation.
- All stall holders using bottled gas or any other inflammable substance need to have appropriate safety equipment including fire extinguishers (powder for gas), fire blanket and heat resistant gloves and provide a fire risk assessment.
- Any generators must be diesel only – Petrol generators are strictly forbidden.

### The Kelham Community Market

- Please feel too free to promote the market on your own social media – you can find us and share our posts / tag us at ‘Kelham Community Market’ on Facebook or using the hashtag #kelhamcommunitymarket on Instagram.
- Organisers retain the right to ask anybody to leave the site if they feel misconduct has taken place.
- There is a WC for stall holders provided in the Kelham Wine Bar 😊

*The Kelham Community Market is a community event run by local volunteers and operating solely for the benefit of the local community – all proceeds go to support the running of the event and the local community, cultural and environmental work of KINCA. We hope you enjoy being part of it!*