



Stallholder Registration & Risk Assessment Form

K.G.H Community Organisation Launch Event

Event Details

Event: K.G.H Community Organisation Launch Event
Date: Saturday 8th August 2026
Time: 11:00am - 5:30pm
Venue: Holford Drive Community Sports Hub, Perry Barr, Birmingham, B42 2TU

Important - Completing This Fillable PDF

This form can be completed electronically. Please fill in all relevant sections, save a copy of the completed PDF, and email it back with supporting documents.

For best results, open this PDF in Adobe Acrobat Reader, Microsoft Edge, or another PDF reader that supports fillable forms. Some mobile preview apps may not save form entries correctly.

Return completed forms and attachments to: Info@kghcommunity.org

Before You Submit

- Complete all relevant stallholder registration fields.
- Complete the risk assessment checklist and add any extra risks that apply to your stall.
- Attach a copy of your public liability insurance certificate, where applicable.
- Food vendors should be prepared to provide food hygiene evidence and follow all current food safety requirements.
- Generator users must provide their own safe outdoor generator and ensure electrical equipment is PAT tested where applicable.

Submission Information

Email: Info@kghcommunity.org

Website: www.kghcommunity.org

Enquiries: 07948 714126

Invitation & Stallholder Information

Invitation to Stallholders

K.G.H Community Organisation (Keeping Generations Healthy) is delighted to invite local organisations, businesses, charities, community groups, food vendors and service providers to be part of our official launch event.

This event is focused on community wellbeing, physical and mental health, family engagement, inclusion and community connection. We expect a diverse range of attendees including families, children, young people, adults and older generations.

We welcome stallholders whose services, products or activities positively contribute to the community.

Important Stallholder Information

Stall Location

All stalls will be located outdoors.

Electricity & Power

Stallholders requiring electricity must provide their own generator. K.G.H Community Organisation and Holford Drive Community Sports Hub will not provide access to mains electricity.

Generators must:

- Be suitable for outdoor public events.
- Be safely positioned away from walkways.
- Have appropriate fuel storage.
- Not create excessive noise or hazards.
- All electrical equipment must be PAT tested where applicable.

Stallholder Responsibilities

- Provide their own gazebo, tables and chairs.
- Ensure their stall is safe and secure.
- Remove all rubbish at the end of the event.
- Hold appropriate public liability insurance.
- Complete a risk assessment.
- Ensure all equipment is suitable and safe for public use.
- Food vendors must comply with current food hygiene regulations.

K.G.H Community Organisation is a community-led, non-profit initiative. Any small donation from profits made on the day to help support our ongoing programmes is entirely voluntary and greatly appreciated.



Stallholder Registration Form

Organisation / Business Name

Contact Name

Phone Number

Email Address

Type of Stall / Service

Brief Description of What You Will Provide

Will You Be Selling Items?

Yes No

If yes, please provide details

Do You Require Space For:

Gazebo Table Food Preparation
 Vehicle Access Generator

Approximate Stall Size Required

Do You Have Public Liability Insurance?

Yes No

Please attach a copy of your insurance certificate where applicable.

Will you be using a generator?

Yes - I will provide my own No

Have You Completed the Stallholder Risk Assessment?

Yes No

Additional Information & Supporting Documents

Additional Information

Use this section to tell us anything else we should know about your stall, access needs, vehicle access, set-up needs, equipment, food preparation, or activity requirements.

Supporting Documents Checklist

Please tick the documents that apply to your stall and attach them when returning this form.

- Public liability insurance certificate
- Food hygiene certificate / food safety evidence, if selling or preparing food
- PAT test evidence for electrical equipment, where applicable
- Generator safety details, where applicable
- Other relevant licences, permissions or supporting documents

Other document details

Stallholder Risk Assessment

K.G.H Launch Event - Holford Drive Community Sports Hub

Hazard	Who May Be Harmed	Risk Control Measures	Completed
Trip hazards from equipment/cables	Public, staff, volunteers	Cables secured and walkways kept clear	<input type="checkbox"/>
Gazebo instability due to weather	Public and stallholders	Gazebos weighted and secured correctly	<input type="checkbox"/>
Electrical equipment/generators	Public and staff	Equipment checked and safely positioned	<input type="checkbox"/>
Fire risk	All attendees	Fire extinguisher available if required	<input type="checkbox"/>
Food hygiene issues	Public	Food stored and prepared safely	<input type="checkbox"/>
Manual handling injuries	Stallholders	Safe lifting procedures used	<input type="checkbox"/>
Slips/trips around stall	Public	Area kept tidy and monitored	<input type="checkbox"/>
Adverse weather	All attendees	Suitable coverings and weather planning	<input type="checkbox"/>

Food Vendors and Generators

Food vendors must comply with current food hygiene regulations. Generator users must provide their own safe outdoor generator and ensure all relevant electrical equipment is suitable, safely positioned and PAT tested where applicable.

Additional Risk Assessment Rows

Use this page to add any extra hazards or control measures that apply specifically to your stall.

Hazard	Who May Be Harmed	Risk Control Measures	Done
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Event Site Rules

- No illegal or offensive items may be sold or displayed.
- Stallholders must remain within their allocated space.
- Vehicles must not move during public event hours unless authorised.
- Music volumes must remain respectful of surrounding activities.
- Stallholders must follow all instructions from event staff and volunteers.
- K.G.H Community Organisation reserves the right to refuse stalls deemed unsuitable.



Set-Up, Declaration & Return Details

Set-Up & Arrival Information

Arrival Time	Stallholders may arrive from 9.00am.
Set-Up Deadline	All stalls must be fully set up by 10:30am.
Event Opening Time	11:00am
Pack Down	Please do not begin packing away before 5:30pm unless agreed with organisers.

Submission Information

Please return completed forms and supporting documents to:

Email: Info@kghcommunity.org

Website: www.kghcommunity.org

Enquiries: 07948 714126

Declaration

I confirm that the information provided is accurate and that I agree to comply with all event requirements, safety guidance and instructions issued by K.G.H Community Organisation.

Signed

Name

Date

Thank You

Thank you for supporting the K.G.H Community Organisation Launch Event. Together we can build healthier families, stronger communities and thriving generations.