



Burghfield Christmas Market 2019 **Terms & Conditions for Stallholders**



1. Event date, Venue and Operational times

- i. Burghfield Christmas Market will take place on Saturday 7th December 2019.
- ii. The site address is Burghfield Village Hall, Recreation Road, Burghfield RG7 3EN
- iii. The hours of the event are 11.00am to 16.00pm

2. Your Stall

- i. Your stall consists of a pitch within a marquee situated within the village hall car park. A 6ft trestle table will be provided.
- ii. Your stall must not be sub-let to any other party.
- iii. We aim for a variety of stalls but cannot guarantee there will not be other stalls of a similar nature.
- iv. Stallholders may only sell the goods originally identified on their application form.

3. Set-up and Presentation of Stalls

- i. There will be no admittance to the venue before the stated set-up time of 8.00am.
- ii. We carefully plan allocation of spaces, prior to the event, so space allocation/position cannot be deviated from our allocation plan.
- iii. Stalls must be fully set-up before the event starts and all tables must be well presented and set-up safely.
- iv. You must ensure that all display racks/shelves, lighting or signs or any other stall furniture are stable and secure and will not cause any hazard or obstruction to any member of the public, staff or stall holders and animals.
- v. It is prohibited to move your table to another location, (unless due to unforeseen circumstances the event organiser requests you to move – which if required assistance will be given) or if we deem your display to be unsuitable, create a hazard or for any other legitimate reason.
- vi. The tables have been set out to provide a safe entry and exit for all concerned and to provide as much room as possible for visitor safety.
- vii. Stalls must not be dismantled until the advertised closing time.

4. Allocation of Stalls

- i. When Burghfield Parish Council receives your application form, the application will be assessed to ensure the goods identified on the form are appropriate for the market.
- ii. Pitch allocations will be allocated by Burghfield Parish Council. Please note first booked basis will have priority where possible with your preference being taken into consideration.

5. Trading Standards

- i. All exhibitors selling food items must provide a current food hygiene certificate with their booking.
- ii. Stallholders wishing to sell food for consumption **MUST** comply with all local and national laws and regulations regarding the production, labelling, display, storage and sale of produce and relevant trading standards legislation.

6. Children

- i. Children under the age of 14 years are not permitted to remain at the stall unless supervised by an adult stallholder.

7. Behaviour

- i. Stall holders and/or their helpers must conduct themselves in an orderly manner and must not use obscene language.
- ii. Abusive or anti-social behaviour whilst on site, by stallholders or their associates, will result in instant dismissal from the event.
- iii. Abusive behaviour, either verbal or written, towards Burghfield Parish Council staff and/or its Councillors, contractors or visitors will not be tolerated and will result in instant dismissal from the event and any future event.

8. Bookings & Payment

- i. Bookings will only be processed upon receipt of a completed application form and if accompanied with the required certificates.
- ii. Payments can be made by BACS or cheque, made payable to BURGFIELD PARISH COUNCIL. **Please do not send cash.**
- iii. Fees are to be paid prior to the event unless agreed with the Clerk.

9. Public Liability Insurance

- i. All Stall holders must have their own Public Liability Insurance. A copy must be provided with the application form.
- ii. Your stall must be manned at all times.
- iii. It is your personal responsibility to ensure you trade legally and safely at all times. In addition, we are not responsible for damage to or theft of your stock/property whilst you are attending our event.
- iv. You agree to indemnify Burghfield Parish Council, the event organiser from any claim that may be made by any third party.

10. Cancellation of the Christmas Market

- i. A risk assessment will be carried out by Burghfield Parish Council. If the weather conditions are deemed a risk to the public's health & safety, the event may be cancelled.
- ii. Burghfield Parish Council will put in place all reasonable plans and efforts to ensure that the Christmas fayre goes ahead as advertised. However, we cannot be held responsible for circumstances which are outside or beyond our control which lead to a change in, or cancellation of the Event.
- iii. In the unlikely event of the Christmas fayre being cancelled, or the venue being unavailable, we will endeavour to arrange another date in the near future.
- iv. Once a booking has been confirmed booking fees are non-refundable.

11. Our assurance

- i. As with any event, we cannot guarantee visitor numbers, but we will do our utmost to ensure that you have a successful event. Bad weather or interruption of power or services is out of our control. Burghfield Parish Council reserves the right to amend these terms and conditions at any time and without prior notice.