

# Alfreton Town Council

**ALFRETON CHRISTMAS LIGHTS SWITCH ON EVENT**

Dear Trader

Please find enclosed an information pack and application form for traders, charities and community groups wishing to attend this years’ event.

The venue will be held in the grounds of Alfreton House, High Street, Alfreton.

Saturday 23rd November 2019

2-6pm, Lights Switch on at 5pm

**The date for returning applications is Friday 20th September. Please return:**

 **The completed Booking Form**

 **The Fee (by cash)**

 **Public Liability Insurance**

 **Risk Assessment**

 **A signed copy of the ‘Trading Conditions’**

The stalls will be under cover in a lit marquee. There are some pitches available outside on both grass and hard standing, however, we are unable to supply lighting and power to these. Please contact the Town Council if you wish to book one of these pitches.

The event starts at 2pm and finishes at 6.00 p.m.

Traders should be able to access the site, under steward control, from 10am until 1pm after which time no vehicle movement is allowed on the car park.

I do hope that you will be able to join us and we look forward to hearing from you.

Yours sincerely

Tina Crookes

Joint Town Clerk, Alfreton Town Council

**ALFRETON CHRISTMAS LIGHTS SWITCH ON EVENT**

**Saturday 23rd November 2019**

|  |
| --- |
| Tables will not be provided, a space of 2 metres will be available per stall |
| **All stalls are of a table size and will cost**  **£20 for commercial use and**  **£10.00 for Charity use\*\*.**  **The price is per table and funds from the stalls will be donated to the Mayor’s Charity**   |  | | --- | | ***YOUR BOOKING WILL ONLY BE RESERVED ON RECEIPT OF:***   **The completed Booking Form**   **The Fee (by cash)**   **Public Liability Insurance**   **Risk Assessment**   **A signed copy of the ‘Trading Conditions’**  **Charities; If raising funds for a charity a letter of approval from your chosen charity must be submitted with this application**  **Contact Name:**  **Contact Address:**  **Telephone Number:**  **Mobile:**  **Email Address:**  **Vehicle Registration:**  **Registered Charity Number (if applicable):**  **Details of good to be sold and what style i.e tombola/raffle:** |     **\*As part of Alfreton Town Councils commitment to being open and transparent you will be asked to confirm how much you have raised so that the collective figure can be shared**  **\*\* For charities; If raising funds for a charity a letter of approval from your chosen charity must be submitted with this application** |

**Trading Conditions & Stall Holders Guide**

**Please make sure you have read and understood the following Stallholder Guide before completing your application form.**

This Stallholder Guide is for everyone’s benefit and welfare and to ensure that the event is enjoyable, safe and successful.

1. Applications

1.1 All applications for Stalls must be submitted before the closing date. Stallholder applications are not completed until written confirmation has been received from the Organisers. This will only be possible if full payment has been made, a copy of your Public Liability Insurance provided and a risk assessment completed.

2. Hours of Market

2.1 The Event will be open from 2pm until 6pm

2.2 The Organisers reserve the right to alter the hours of operation at the event without advance notice to Stallholders, visitors and other persons.

2.3 Stallholders must be set up by 1pm.

2.4 You will be able to begin packing up at 6pm. PLEASE DO NOT ATTEMPT TO LEAVE BEFORE 6PM as this will contravene the Event Management Plan and Risk Assessment which have been submitted to the local authority licensing department.

3. Postponement or Abandonment of Market

3.1 Should the event be abandoned on the day due to severe weather, acts of God, third party or other circumstances outside the control of the Event Organisers, the hire charge of the stalls cannot be refunded.

4. Layout of Market

4.1 All stalls shall be those provided by the Organisers, unless agreed otherwise in writing with the Organisers.

4.2 Stallholders must confine their goods to the stall spaces allocated to them. No alterations or additional displays that extend beyond the allocated space are permitted without prior consent.

4.3 A specific unloading area and stewards will be available to direct you on the day to your stall.

4.4 Stallholders must display their trading name and contact details clearly on their stall.

4.5 No lighting system shall be used for stalls, other than that supplied by the Organisers.

4.6 No naked flames will be used

5. Sale of Food

5.1 Traders wishing to sell food or drink to be consumed at the event must first contact the Organisers as there is limited space for such providers and a separate pricing structure may be applied.

5.2 Stallholders who sell food are responsible for ensuring that they comply with the Food Safety Act 1990 and must provide the Organisers with proof of their Food Hygiene Rating. All stallholders selling food must have a Food Hygiene Rating of 3 or above, at the time of booking.

5.3 There will be no gas or electricity supplied to stallholders for cooking. All stallholders wishing to serve hot food must contact the Organisers prior to completing an application form.

5.4 There can be NO SMOKING and NO DOGS allowed on or near stalls selling food.

6. Exclusive Rights

6.1 The granting of a Stall does not guarantee the Stallholder sole right of selling or promoting their particular commodity.

6.2 Applications will be considered on a “first come, first served” basis. If too many applications are received for stalls selling the same type of goods, the Organisers will allocate stalls to those received first.

7. Liability

Neither the Organisers nor their representatives shall be liable or responsible for:

7.1 Any injury to the Stallholder or their employees, agents, guests or visitors or their property while within the confines of the space allocated to them.

7.2 Any damage, theft or loss however caused in respect of any exhibits, produce or other property in transit to or from the market or throughout the duration of the market period.

7.3 Anything that may happen to visitors, members, stallholders or their employees or to any stall or property brought to or used at the Event.

7.4 Any losses incurred due to the market being cancelled in the event of severe weather, acts of God, third party or other circumstances outside the control of the Market Organisers.

8. Stall Management

8.1 The Stallholder shall provide an adequate number of staff for the operation of the stall, ensure that any staff are over the age of 16, adequately trained, clean, civil, sober and well presented at all times. The Organisers may require the Stallholder to remove any member of staff that in the opinion of the Organiser does not meet these standards. The use of offensive or abusive or threatening language by the Stallholder or his staff will breach this clause.

8.2 Stallholders shall display their products and conduct business only within their own designated space.

8.3 Plastic bin liners will be issued for any stall rubbish. At the end of the day please take your rubbish away with you. Keeping your part of the site clean helps the Organisers in the final clearing up process.

8.4 Stallholders shall be solely responsible for providing security for their own Stall.

9. Damage to the Ground Surface

9.1 Any Stallholder wishing to break the ground surface for the purpose of erecting a gazebo/marquee must first contact the Organisers to seek prior consent. Any Stallholder causing damage to any part of the event site or any other area will be liable for the cost of reinstatement.

10. Distribution of Literature, Display Notices & Banners

10.1 Stallholders are not permitted to roam around the event site handing out literature. The distribution of all literature shall be confined to the Stall area only. Displays, banners, leafleting, signage or any other style of displays are not permitted in the parking areas or on the event site or surrounding areas without the written approval of the Organisers.

11. Health & Safety

11.1 All traders must comply with local fire, health and safety regulations and with the directions of the Market’s health and safety officer.

11.2 All Stallholders are required to complete and submit a Risk Assessment Form to the Organisers

11.3 When using temporary structures such as gazebos, awnings or tents the Stallholder must make sure it complies with Health and Safety standards. This is due to health and safety implications such has high winds, trip hazards with cables etc. The Events Co-Ordinator on the day (as nominated by the Organisers) will have the final say.

12. Unloading/Loading and Parking

12.1 Each Stallholder is requested to bring only one vehicle into the designated area while unloading and loading.

12.2 Vehicle movement times and instructions, as specified by the Organisers, must be strictly adhered to.

12.3 Each Stallholder will be issued with 1 space for car/van parking. Any vehicle irregularly parked in the event site or obstructing any exit must be moved immediately

13. Insurance

13.1 All Stallholders must hold Public Liability Insurance and provide proof to the Organisers that this will be in force on the date of the Event. Bookings can only be accepted/ confirmed once a copy of this documentation has been received.

13.2 Stallholders must ensure that they are adequately insured covering public liability for Third Parties plus cancellation by the Organisers. The Organisers will not, under any circumstances, entertain any claim on behalf of any Stallholder.

14. Charity stalls

14.1 If raising funds for a charity a letter of approval from your chosen charity should be submitted with this application

15. Assignment

15.1 This application is personal to the Stallholder and shall not be assigned, transferred or apportioned. No more than one business entity may operate from a single Stall without the written permission of the Organisers.

16. Use of materials and photographs for promotion and publication

16.1 By booking a stall, the stallholder is agreeing to the use of photographs taken by the Organisers of the Stallholder/ their stall/ their goods being used for promotion or other publication in relation to the Event. The Stallholder also agrees to the use of photographs, logos and other material provided by the Stallholder being used by the Organisers for promotional purposes of the event.

16.2 The Alfreton Town Council logo is available on request to Stallholders for their own promotional usage.

17. General Data Protection Regulations (GDPR) 2018

17.1 When making a booking, you will be asked to confirm that you agree to Alfreton Town Council’s handling of your submitted data, as follows: You agree to

Give permission to retain your personal information for as long as it may seem relevant to the event Organisers or you tell us that you no longer want us to retain it. Such personal information (Name and contact details) will only be used by a representative of the Council to contact you about this event. We may however share any website, facebook, twitter or other social media link that you provide us with in order to promote your business and the event. If you do not agree with such retention or use of your data, please contact us directly so that we can make alternative arrangements.

18. Cancellations

18.1 **Cancellations** of bookings must be notified in writing and a 50% administration fee will be retained by the seller. Attempts will be made to re-let the stall space. If this should not be possible the full booking fee will be retained by the seller

19. Cancellations & Liabilities

19.1 The organisers will not be held responsible for any **loss or damage to your equipment, goods or personnel**.

19.2. **Cancellations** of bookings must be notified in writing and a 50% administration fee will be retained by the seller. Attempts will be made to re-let the stall space. If this should not be possible the full booking fee will be retained by the seller

19.3. The Joint Christmas Committee reserves the right of decision **to postpone, cancel, abandon or curtail** the event. Where such a decision arises from directive, happenings or circumstances (such as adverse weather conditions) outside the control of the Committee, it shall not create liability to claim for loss or damages, nor for the refund of any fees and charges paid.

19.4. The **Committee will not tolerate verbal or physical abuse** of its staff or contractors employed on its behalf. If this takes place stall holders will be asked to leave the Market and no refund will be given.

19.5. **Every exhibitor or trader shall be solely liable** for any loss, injury or damage that may be done to or occasioned by or arising from any article or property exhibited or brought on to the site of the event by or for him, and shall indemnify the Committee on account of or in respect of such damage or injury.

19.6. The **Committee, its officers and servants, will not in any way, be liable** to any person whatsoever for any damage or loss, however caused to the property of any such person or any injury, fatal or otherwise, to any person while on the site or on any car parks provided by the organisers.

20. Disputes

20.1 In the event of any disputes the Organiser’s decision is final.

**I acknowledge that I have read and agreed to the Trading Conditions:**

**Stall Holder**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return with your

 **The completed Booking Form**

 **The Fee**

 **Public Liability Insurance**

 **Risk Assessment**

 **A signed copy of the ‘Trading Conditions’**

|  |
| --- |
|  |