

PETERSFIELD

COMMUNITY EVENTS

Terms and Conditions

GENERAL INFORMATION FOR ALL EVENTS

1. Confirmation

Completion of the on-line Application Form is not an automatic confirmed booking. We will personally confirm all successful applications with an electronic invoice and bookings will then be confirmed on a first come-first served basis on receipt of payment. Booking in early without paying does not guarantee a place. Bookings will only be confirmed once we are in possession of your full payment, Public Liability Insurance and other relevant documents depending on your type of business.

2. What is included?

The price paid covers the space-only of the size of your requested pitch and any other options selected; gazebo, table, power and lighting hire must be paid for additionally.

3. Encroachment / Storage

Building out beyond the limits of the allocated area is not permitted. If your stall is deemed larger than your space booked when you arrive on site, you may be charged for a second pitch. Please make sure stock is held within the corners of your allocated space or in your vehicle. Do not forget to include space for any guy ropes within your space.

4. Stall position and footfall

Organisers obviously cannot guarantee every stall a central position around the square but we try to enhance (but cannot guarantee) consistent footfall throughout the entire site with strategically placed attractions.

5. Payment

Payment will be due 14 days after receipt of our invoice. All bookings will not be confirmed until full payment has been received along with correct documents.

6. Cancellation Policy

Bookings must be paid for in full in order to guarantee the space. Cancellations received at least two months before the event will receive a full refund. Cancellations received between one and two months before the event will receive a 50% refund. Cancellations received less than one month before the event will receive no refund. Any 'No-shows' (pitches booked but not cancelled) will not be entitled to a refund for any reason.

7. Refunds

No refunds can be made for circumstances beyond our control (e.g. cancellation of the event or attractions due to bad weather / number of customers etc.).

ABANDONMENT AND LIMITATION

1. In the event of cancellation, abandonment, postponement or limitation of the event, there will be no claim against the organisers who also reserve the right to be able to transfer the event to another venue and/or date with reasonable notice.

2. The organisers cannot be held responsible for any loss of earnings or expenses incurred by the stallholder as the result of cancellation, abandonment or limitation of the event, the failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other factor.

NON-COMPLIANCE

The organisers reserve the right to reject or cancel bookings for this event if any stallholder fails to comply with any of the conditions listed in this form or with any reasonable request made by the organisers or their staff, either verbally or in writing.

If this situation arises, the stallholder may also be asked to leave the showground immediately. In this situation there will be no claim against the organisers.

SPECIFIC POINTS FOR PETERSFIELD BASED FESTIVALS

1. Opening Days

The Street Market will be operational on show trading days 10am – 4pm (until 10pm for stalls serving food/drink in the Town square on non-pack down days).

2. Opening Times

Trading may take place from 10am with stalls set-up by 9.00am when vehicles must be removed. Traders wishing to serve food in the evening must contact organisers to make arrangements for the extended hours.

3. Closing Times

Only stalls in the Square and its immediate vicinity will be allowed to remain open after the official closing time with prior permission from the Organisers. All traders must remain open for trading until the closing time unless with genuine reason and permission of the Event Coordinator.

4. Clearance Period

You must vacate the stall within one hour of closure.

5. Servicing

Vehicles should be removed immediately upon loading or unloading. The streets will be pedestrianised during the events during which time there should be no market vehicles left in the area without prior permission from the Event Coordinator. If re-stocking is required it must take place with the permission of the Event Coordinator.

STALL HOLDERS REQUIREMENTS

1. Indemnity / Insurance

All traders must be in possession of Third Party Public Liability Insurance in the sum of £2 million which will include carrying out a risk assessment for their stall. All traders indemnify the organisers against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event.

The organisers are not liable for any theft, loss or damage to persons or property which the stallholder, their agent or staff may cause or sustain from any cause whatsoever. The organisers are not responsible for any damage to vehicles when setting up on-site, for any damage when parked in public car parks, for any fines received for incorrect parking or offering help with any vehicles which are unable to be driven.

2. Licensing

Stallholders must be aware of and comply with any relevant trading standards, licensing and other requirements and legislation. All stands selling anything edible must provide full documentation relevant to their food category.

We require copies of the following where necessary on confirmation of application please:

- Alcohol licence where necessary (contact us ASAP)
- Hygiene certificates for Food Handlers.
- Insurance certificates (see below)
- Fire risk assessment
- Risk assessment
- Name of Authority food business is registered with.
- Gas certificates (private camping gas excluded)
- National Food Hygiene rating certificate (4 or 5 required)
- Description of hand washing facilities
- Documented Food Management Safety System

3. Hygiene

All stalls and catering units must be maintained in a clean, tidy and hygienic condition throughout the event. Regular monitoring must be carried out by the trader to ensure no hazards arise. Relevant certificates must be displayed throughout the event.

4. Allocation of Stands

Whilst every care is taken to meet the exhibitor's requirements, we regret under no circumstances can allocations be changed once finalised. Under no circumstances is subletting allowed.

5. Good Order

Be responsible for keeping and maintaining proper order on the stall as well as ensuring all gazebos and displays are fit for purpose and erected safely on site. All stands must be safely secured. Please bring ratchet straps and adequate weights to secure your gazebo for any weather conditions. Equipment will be asked to be taken down by the organisers if unsafe before or during an event.

All vehicles used for transporting products must be in good order and road worthy and the organisers are not responsible for any damage to vehicles when parked in public car parks, for any fines received for incorrect parking or helping with any vehicles which are unable to be driven.

6. Consequential Damage

Be responsible for the safety of displays and machinery/equipment which must be safeguarded to the satisfaction of the organisers. The organisers cannot accept responsibility for any damage or claim by stallholders for injury to property or persons on their stand.

7. Nuisance etc.

Ensure that nothing shall be done to cause nuisance or annoyance to members of the public or other traders, or to contravene any statute, by-law or regulation of the Council.

ELECTRICITY

Electricity is available provided it is properly requested in advance.

All Stall Holders that request an electricity connection must complete the list of the appliances and their associated power ratings that will be connected to the system. This list will be inspected and approved at the start of the Event.

All electrical equipment used by Stall Holders must be checked and rated according to Health and Safety regulations and will be subject to inspection by the on-site electrician to ensure its safety. The electricity points supplied by the Organisers must not be overloaded by using multiple appliances and will be subject to an inspection by the on-site electrician to ensure that is so.

The Organisers do NOT provide connections to the electricity points. These MUST be provided by the exhibitors.

By paying your invoice AND clicking 'Yes' when asked if you have read the Terms and Conditions, you agree to abide by the Terms and Conditions as a condition of allotment of stand space and authorise this booking on behalf of the Company. The organisers reserve the right to refuse any application at their discretion.

It only remains for us to wish you every success for the event and trust your trading will be very profitable.

Any questions? Please let our Event Organiser partners know. Steve, Ben and the team - bookings@the-hometown-group.com

Petersfield Community Events | 25 Stafford Rd, PETERSFIELD, Hants GU32 2JF | www.petersfieldfest.com

8. Litter

All stall holders should minimise the waste produced in association with their stall. Please recycle as much as possible.

Food containers and packaging should be recyclable and/or compostable where possible. Where possible, please use either corn starch (which looks like plastic or cardboard food and drinks holders) or other Vegware products.

Ensure that no litter is unnecessarily deposited and take all reasonable steps to prevent the deposit of such. Upon cessation of the Event remove any litter or rubbish from the stall area and leave it in a clean and tidy condition or a fee may be charged.

9. Electrical Equipment

Ensure all electrical equipment is either still under warranty or has been PAT tested and has the correct documentary evidence.

10. Hazardous equipment

- All generators or other equipment being brought onto the showground must be in a serviced state and PAT tested.
- All petrol or other flammable substances are to be brought to the showground in containers designed for this use.
- No fuel shall be stored within any tent – it shall be stored in a vehicle or secure area that can be locked.
- No electricity is supplied to traders, caterers etc, unless pre-booked in writing with event organizers.
- All gas (other than private camping stoves) must carry a certificate.
- All generators must be roped off from public access. All leads shall be safely covered to prevent tripping.
- Refuel generators when cold.

11. Position of stall

Accept the Organisers have many constraints to position every trader to fulfil power requirements/safety requirements/avoidance of clash of product/other deciding factors and understand, at times, their stall position may potentially be at the outer edges of the event but we endeavour to maximise footfall throughout the entire site.

12. Management

Comply immediately with such requests by the Event Team as may be necessary for the good management of the whole Festival to ensure Health and Safety is maintained.