



# MALDON VINTAGE CHRISTMAS FAYRE

## THURSDAY 30<sup>th</sup> NOVEMBER 2017

### PITCH BOOKING FORM



(BLOCK CAPITALS PLEASE)

Contact Name:		Tel. No:	
Address:		Mobile No:	
		Email:	
		Website:	

Please complete as appropriate:

Charity / Community Group <small>(not-for-profit organisations only)</small>	£15 per pitch £20 per pitch <small>(incl vat)</small>	Number of pitches required: 1.5m x 1.5m or 3m x 3m	Size/ no	Organisation Name:
Craft Stall	£25 per pitch £50 per pitch <small>(incl vat)</small>	Number of pitches required: 1.5m x 1.5M or 3m x 3m each	Size/ no	Organisation Name:
Commercial Business <small>(Non High Street)</small>	£50 per pitch <small>(incl vat)</small>	Number of pitches required: 3m x 3m each		Business Name:
Premium for pitch in upper High Street	Additional £20 Per pitch <small>(incl vat)</small>	Number of pitches required: 3m x 3m each		Please note these will be allocated on a first come first served basis and at the discretion of the organisers

Please provide details of the items you wish to sell or promote:\*

**\*Note:** goods for sale at the fayre should comply with the policies on the enclosed information sheet

**Agreement**

I have read and agree to the Terms and Conditions enclosed  
 I enclose a copy of our Public Liability Insurance and other documentation where applicable  
 I enclose a copy of our Food Hygiene Certificate where applicable  
 I enclose a copy of a Personal Licence for the sale of Alcohol under the Licensing Act 2003 where applicable  
 I enclose a copy of our registration under the Gaming Act 2005 (s44) where applicable  
 I enclose payment or deposit as detailed above Cheques payable to **Maldon Town Council** or payment can be by internet banking (please ask for bank details) \* VAT registration number: 930 2684 35

I/We agree to our company details to be used in advertising the Maldon Vintage Christmas Fayre 2016	Y / N
	Date:

**PLEASE RETAIN THESE NOTES  
TERMS AND CONDITIONS**

**All forms must be returned by the 31st of September.**

**Stall holders must supply their own stall and lighting (Battery operated camping lights can be bought from some Maldon shops)**

1. All food traders must be aware of and comply with all UK food regulations, and evidence must be supplied, upon request of training to the Basic Food Hygiene standard.
2. All traders must be aware of and comply with all UK Consumer Protection Regulations.
3. No Petitions or protest groups will be accepted.
4. Where a raffle or tombola (or any other such game of chance is taking place), then a copy of registration under the Gaming Act (section 44) 2005, must be provided.
5. No Organisation will be allowed to conduct a Street Collection on the day.
6. All traders must be able to provide evidence of Public Liability Insurance to a minimum of £5m.

**EQUIPMENT & APPLIANCES**

7. Any electrical equipment used must have clear evidence of a PAT within the past 12 months. All gas appliances must have a current GAS SAFE tested certificate and users need to be familiar with current standards in the event of fire. Hirers must bring their own appropriate fire extinguishers. All portable generators, motors or engines **must be diesel** and must be securely enclosed and not be so noisy as to disturb the public or other stall / shop owners. No amplifiers or loud speakers are allowed.
8. Any trader selling goods which may contain substances which are hazardous to health, must provide a data sheet and where appropriate, a COSHH assessment.
9. Any materials held on or around your stall must not be of a type to create additional Health and Safety problems. No fireworks, solvents etc may be kept on the stall.
10. All goods for sale must be genuine goods and not subject to challenge by Trading Standards Officers.
11. **CANCELLATIONS** must be in writing. To receive a 50% refund, notice must be given by the 31st September. After this date no refunds will be given. Please state clearly to whom the cheque should be made payable to for the refund.
12. A comprehensive selection process is undertaken each year to ensure a good mix of high quality products. Priority is given to local traders and not-for-profit organisations. Stall locations will be determined by the organisers in the interests of fairness to High Street businesses and to maximise attraction to visitors.
13. Bookings will be confirmed by mid September. This Confirmation of Booking must be shown on arrival at the event.
14. Space will be allocated at the sole discretion of the Christmas Fayre Working Party, which shall have the power to refuse or disqualify any application or exhibit and need not state the reasons for the refusal or disqualification.
15. All stalls must only promote the company or organisation named on the booking form. Promotion of second or third parties is strictly prohibited unless an application is made in writing to the Christmas Fayre Working Party prior to the event and permission is given.
16. Any stallholder (in the event organiser's opinion) failing to comply with the regulations or any direction from the event organiser may be instructed to leave the site immediately. Any pitch fees paid will not be refunded. The event organisers cannot be held responsible for any loss or damage to stock or expenses incurred howsoever caused, including theft and all stallholders must take out their own suitable insurance cover.
17. **STALLS** must be set up in an attractive manner. Boxes must be stored out of sight either behind the stall or returned to your vehicle. It is each stallholder's responsibility to keep stands clean and tidy and to clear the rubbish from their stand at the end of the event. Please Take all your rubbish home.

18. Shop entrances must remain accessible - stalls must not exceed their allotted space by any means.
19. All vehicles must be removed from site prior to the start of the event.

**RESPONSIBILITIES OF STALLHOLDERS** Maldon Town Council carries comprehensive Public Liability Insurance to cover claims for which it is legally liable. All stallholders must have their own Public Liability Insurance and are strongly advised to insure themselves for fire & theft, damage and cancellation. A copy of Public Liability Insurance (if applicable) must be submitted with your booking form. Stallholders are responsible for the safety (including fire precautions) of their stands. The stallholder shall assume full responsibility for any article of any kind exhibited by them including liability for all claims arising out of the handling of exhibits and the conduct of their stand generally. The stallholder shall indemnify the Maldon Christmas Fayre Working Party against all claims, damages or expenses arising in any way out of their participation in the event. Acceptance of these provisions shall be a condition of entry.

**DISCLAIMER OF LIABILITY** Maldon Town Council shall not in any way unless legally liable, be responsible for: \* Any claim for compensation or otherwise in regard to the holding of or for anything arising out of or in any connection with the event. \* Any accident that may occur or for the death, injury, disease or loss arising. \* Any loss or damage whatsoever arising from the abandonment, cancellation of any show, and any such eventuality.

Please return completed document together with your remittance and relevant paperwork to:

Maldon Town Council  
Town Hall  
Market Hill,  
Maldon,  
Essex CM9 4RL