

TERMS & CONDITIONS

GREEN FAIR 2020

The 'Organiser' is Earley Town Council, Council Offices, Radstock House, Radstock Lane, Earley, RG6 5UL. The 'Event' is the Green Fair being held on Saturday 1st August 2020. The 'Stallholder' is the Individual, Company, Charity or the Organisation named on the Booking Form.

1. General

- 1.1 A pitch is 11ft x 11ft in measurement and there is no cover.
- 1.2 All pitches are allocated on a first come first served basis and decisions of the Organiser are final.
- 1.3 A Booking Form must be completed, with the non-refundable Booking Fee payable at the time of booking. (Cheques to be made payable to Earley Town Council, alternatively Card payment can be made by telephoning 0118 986 8995), or in cash by visiting the Council Offices.
- 1.4 The Organiser accepts no liability for loss or damage of vehicles, goods or equipment or personal belongings of stallholders.

2. Stall Holders Responsibility

- 2.1 All Stallholders must hold valid Public Liability Insurance for the day of the event.
- 2.2 A copy of the Stallholders Public Liability Insurance Certificate must be provided at the time of booking. If you have any questions about Public Liability Insurance, please contact us.
- 2.3 Stallholders to provide their own tables, chairs and covers. (Tables may be hired from the Organiser at a cost, these will be allocated on a first come first served basis and a maximum of two tables can be reserved per pitch))
- 2.4 There is no on-site power and any generators used by stall holders must be in good working order. A fire extinguisher must be provided by the Stallholder, should a generator be used.
- 2.5 Stall holders must arrive to set up at the time slot allocated and Stall Holders must clear up at the end of the day at the appropriate time. There can be no vehicle movement during the event outside these times, due to Health & Safety. Please be aware that arriving late may result in refusal of entry.
- 2.6 Once Stallholders have unloaded their vehicle, vehicles must be removed from the site, as the Organiser does not allow movement of vehicles during the event.

- 2.7 Stallholders are responsible for clearing away all rubbish they create from in and around their stall and disposing of it off-site.
- 2.8 Any damage to the pitch, site or provided equipment will result in reimbursement in full by the Stallholder to the Organiser.
- 2.9 Stallholders cannot transfer their booking to another Stallholder, unless it has been agreed by the Organiser, at least 4 weeks prior to the event.
- 2.10 The Stallholder must abide by the Terms & Conditions and abide by any other Licences/Permits which may be required in order for a Stallholder to operate at the event. Copies of all required licences/permits must be brought with the stallholder on the day of the event. **PLEASE REMEMBER IT IS AN OFFENCE TO SELL ALCOHOL OR AWARD ALCOHOL AS A PRIZE TO ANY PERSON UNDER THE AGE OF 18.**
- 2.11 Stallholders must carry out their own risk assessment of their stall in order to identify and minimise any risks.
- 2.12 Stallholders must uphold current Health & Safety/Food Hygiene Legislation if their stall involves heating, lighting, food preparation, any type of machinery including generators, animals, inflammable materials, or activities where there is a possible risk of injury to members of the public.
- 2.13 If any of the items referred to in Point 2.12 apply to a Stallholder, then a copy of your risk assessment must be sent to the Organiser, 4 weeks prior to the event.

3. Personal Data

- 3.1 Stallholders agree their names, addresses and booking details will be held on file for the purpose of administration of the event by the Organiser and that these details will not be passed on to a third party.

4. Cancellation of Booking

- 4.1 Cancellations must be made by contacting the Organiser directly and unfortunately no refunds will be offered.

5. Governing Law

- 5.1 This agreement shall be governed by and construed in accordance with the laws of England and Wales.