

# Event Stall Holder Terms and Conditions

## **What will be Provided:**

You will be provided with a marked pitch to set up your stall.

## **How to Apply:**

Applications will be taken on our website or via a paper application form available from the Town Council Office.

All applications must be received by the closing date – this includes the application form and all supporting information.

All applications will be considered against our stall / trader criteria which is set out below.

All stall holders must be over the age of 18.

Normanton Town Council reserves the right to decline any application without stating a reason, and its decision shall be final.

If your application is not successful, you may be added to a waiting list to be offered a pitch if someone declines their offer.

Applicants will be notified as soon as possible, as to the success of their application. This notification will contain payment information where appropriate.

Successful applicants will then need to make payment for their stall by the due date. If payment is not received, your pitch will be released and may be offered to someone else.

## **Selection Criteria:**

The final decision on the suitability and acceptance of stalls will remain with Normanton Town Council who are the organiser of the event.

The purpose of community events is to offer a wide range of foods, drinks, and attractions.

Preference will be given to local traders.

You must provide an accurate description of the products you intend to sell/promote on your stall.

Normanton Town Council reserves the right to close any stall found to be selling unauthorised goods.

Caterers must provide their menu with prices with their booking form.

Normanton Town Council will operate a fair and open application procedure and the following criteria will be used to assess each application.

- Locality – stall holders from Normanton, followed by the Wakefield area will be given priority over those from further afield.

- Customer Profile – the products of the stall holder appeal to different genders and age ranges.
- Quality – Products need to be finished to a high standard.
- Price Range – The products sold must provide value for money to suit all budgets.
- Retail Mix – it is important to ensure that there is a wide range of product types across the event.
- Previous performance at Town Council events – Consideration will be given to applications from stall holders who have operated contrary to our terms and conditions.
- Supporting Evidence – we welcome any supporting evidence from new stall holders. A photograph of your stall or link to your website or Facebook page would help.

**Charges:**

Charges are set out in the event information sheet.

Do not send payment with your application.

Payments must only be made once you have had your booking confirmed – you will be informed how to make your payment.

**Payment of Fees:**

Payment of fees may be made by the following methods:

Card Payment via a link shown on your invoice

Card Payment over the phone or in person

Bank Transfer – details of which will be shown on your confirmation letter/email

We would prefer to limit the handling of cash if possible but will accept cash if no other payment method is available.

**Failure to Pay:**

Failure to make payment within the required timescale will result in your pitch being offered to another trader.

**Confirmation of Booking:**

Once your application has been accepted, you will receive written confirmation along with a request for payment.

Once your payment has been received, you will receive a Booking Confirmation which will include a letter, a permit, and an event map.

**Cancellation of Booking:**

Once payment is received, your booking is confirmed, and no refunds will be available.

In the event of poor weather, the event will still go ahead unless the risk assessment determines that it is dangerous. No refunds are available if you choose not to attend due to poor weather.

**Subletting:**

Subletting of stalls is not permitted – if you cannot attend the event, you must notify the Town Council.

**Cancellation of Event:**

In the unlikely event that the Town Council cancels the event, all traders will be entitled to a full refund.

**What can be Sold:**

The organisation may only promote, sell, or give away the goods described on their application.

No trader shall sell any item that contravenes any of the following or similar associated legislation -

Trade Descriptions Act 1968, Video Recordings Act 1984, Copyright Designs & Patents Act 1998, and the Trademarks Act 1994

New toys should bear the CE mark.

Live animals including fish may not be given away as prizes or sold at this event.

Stall holders must display their trading address and contact details for the public to see at all times.

Stall holders must not promote any political party during the event. Stall holders must not sell any of the following items: counterfeit goods, herbal highs, tobacco, banned substances, pornographic or obscene material, disposable barbeques, any form of flammable equipment including fireworks and Chinese lanterns, nitrous oxide canisters, lasers, cap bombs, lethal, real, replica or toy guns.

The Town Council reserves the right to remove from sale anything that can be deemed as unsuitable for a family event without paying compensation to the trader.

The release of Balloons, Chinese lanterns and floating candles is prohibited.

**Catering Restrictions:**

Catering is a highly sought-after position at community events.

Our catering Policy for each event is set out in the Event Information Sheet.

**Licensing and the Sale or Supply of Alcohol:**

There is no licence in place for the sale of alcohol at this event.

If you wish to be considered for the sale of alcohol, this will be on a case-by-case basis, having regard for the nature of the event.

If your application is granted, you will be responsible for obtaining the relevant licensing and training.

Copies of all training and licences must be provided to the Town Council in advance of the event.

**Insurance:**

All stall holders must have an active insurance policy which includes Public Liability Insurance.

A copy of this policy must be provided to the Town Council with your application.

If your insurance is due to renew close to the event date, please send your current policy with your application.

Please DO NOT send Employers Liability – we require Public Liability.

Normanton Town Council accepts no liability for any loss, damage, or injury in connection with the event. In applying for a stand at this event, you indemnify the Council against any such claims.

**Damages:**

Any damage caused by the stallholder, their agents, employees, children, or family members, to the event venue or equipment provided to them, remains the responsibility of the stall holder and must be paid for in full. Failure to pay for damage may result in you not being permitted to stand at the event in the future.

**Losses:**

Normanton Town Council accepts no responsibility or liability for financial losses incurred by the stall holder for any loss or damage to their equipment, goods or personal belongings or any injury to themselves or employees working for them.

Stall holders are responsible for the setting up and removal of their own structures and for any losses, damage or injury arising or resulting from its use.

The Town Council accepts no responsibility or liability for any financial losses due to perceived low footfall or poor weather.

**Health & Safety:**

All stall holders must have a written risk assessment covering their activities.

Stall holders offering close contact services such as massage, make up or other treatments / therapy, must ensure that you have the relevant trade body membership / insurance, and this must be provided with your application.

Face painting must only be carried out in line with the recommendations of the Face Painting Association and with parental consent. Parents must be able to inspect the product ingredients in case of allergies.

Caterers should include a fire safety risk assessment and in addition, they should be able to demonstrate they are a registered food business; in the case of catering vehicles, the vehicle should be registered with the Local Authority where it is kept when not trading.

The Council has a minimum standard for food vendors at events of a Food Hygiene Rating of 3.

All food traders must ensure that they are complying with UK food legislation.

All food traders must be registered with Food Hygiene at their local authority and evidence must be provided with your application.

Food hygiene regulations apply to all food sales including sweets, hot and cold food.

#### Use of LPG

Stall holders using LPG must be able to demonstrate the following:

- Any person operating the unit must be competent and familiar with operating the appliance(s) and able to deal with problems such as leaks as well as routine activities such as changing a cylinder / flexible hose. In addition, they must know what to do in the event of an emergency, including how to isolate the gas supply quickly;
- All gas appliances must be installed and regularly serviced / maintained by a competent person;
- The gas appliances / gas installation should be subject to at least an annual gas safety inspection by a competent, Gas Safe Registered engineer. Caterers should be able to provide a copy of their current gas safety certificate which confirms that the installation / appliances are safe to use.

#### Use of Electricity

The operator should be able to demonstrate that electrical appliances and extensions are safe and are appropriate for their use and location. Petrol generators are not permitted due to the fire risk and the requirement to store petrol on site.

#### **Access Arrangements on the Day of the Event:**

Vehicular access to the site will be provided from Haw Hill View at a designated entry point.

You will be guided to your pitch and must proceed at a slow pace of no more than 5mph. You must be aware of hazards including pedestrians and animals on site.

Vehicles must not drive along the walking track.

You must unload your equipment and park your vehicle in the designated parking space.

Stall holders will set up on their allocated pitch as instructed by event staff. No changes are permitted unless authorised by Normanton Town Council.

The Town Council reserves the right to vary the layout and positioning of stalls, if, such an amendment is in the best interests of the event.

#### **Vehicles on Site:**

Each stall will be allocated one parking space directly behind their stall where possible.

You should be aware that your vehicle may be blocked in and you may not be able to leave site until the end of the event.

If access to your vehicle is important then you should consider parking off site. There is parking in the Town Centre WMDC car parks.

Vehicle movement must cease during the operation of the event.

**Security:**

The Town Council accepts no responsibility or liability for the security of individual stalls, stock, or personal belongings.

**Disposal of Waste:**

The Town Council does not accept responsibility for the disposal of trade waste of any kind.

Disposal and recycling of waste is solely the responsibility of the stall holder.

Litter bins are provided around the event for the use of the public, to keep the venue tidy. Stall holders must not make use of these bins to dispose of their own trade waste.

**Noise:**

The Council reserves the right to curtail or reduce any noise created by stall holders. PA systems are not permitted.

**Power & Lighting:**

The Town Council does not provide power or lighting at this event.

If you require power for your stall, then you will need to consider providing your own generator.

All generators on at the venue must be silent diesel generators only.

Generators should be installed in accordance with manufacturer's instructions and located securely away from public access.

Fuelling of generators must not be carried out near the public.

All electrical equipment used at the event must be tested and inspected for safety.

Trailing cables are not permitted in public areas.

Electrical equipment must be protected from the weather and be suitable for use in the weather on the day.

**Water:**

There is no drinking water available on site. You should bring all your water with you in portable containers.

**Fire:**

Stall holders, particularly caterers, should ensure that they have appropriate firefighting equipment within their unit.

There is no firefighting equipment on site – in the event of a fire, please raise the alarm, call the fire brigade, and notify the Town Council.

**Dogs and Pets:**

This is a community event in an open space so it is entirely possible that dogs will be on site, either as performers or with their owners attending the event.

Stall holders must ensure that any pets at their stall are kept fully under control at all times.

There must be no risk to the public from dogs running away from stalls or from playing / fighting with other dogs.

Catering units must not have any dogs or pets with them under any circumstances.

All dog owners must clean up after their animals.

**Smoking:**

Stall holders must not smoke at their stall or within any covered or enclosed space.

**Toilets:**

Portable toilets are provided at this event – locations will be provided with your event map.

Whilst hand sanitiser is provided in the toilets and around the field, it is recommended that you bring your own to ensure availability on the day.

**First Aid:**

There will be a first aid presence on the field for the duration of the event.  
Please see a member of the team if you require first aid during the event.

**Publicity:**

The organiser reserves the right to film and take photographs of the event for promotional purposes.

The Town Council will primarily use its website, Facebook page and twitter account to promote this event alongside traditional media including local publications where appropriate.

**Coronavirus:**

This event is subject to cancellation at short notice in the event of a national lockdown, local outbreak, or other restrictions.

If this should happen, it will be announced on our social media channels.