

Normanton Town Council

Event Stall Holder Terms and Conditions

What's Provided

- You will be provided with a 'pitch' to set up your stall.
 - No equipment or tables will be provided.
-

How to Apply

- Applications can be submitted via a link on our website or Facebook page.
- Please ensure that your application and supporting documents are submitted by the closing date.
- Applications will be reviewed against our **stall/trader criteria** (outlined below).
- Applicants must be over 18.
- Normanton Town Council reserves the right to decline applications without providing a reason, and this decision is final.

Key Points:

- If your application is unsuccessful, you may be added to a waiting list.
 - Notifications will be sent as soon as possible, including payment details for successful applicants.
 - Payment must be made by the stated deadline to secure your pitch. Failure to pay will result in your pitch being offered to someone else.
-

Selection Criteria

The purpose of community events is to offer a diverse range of food, drinks, and attractions. Selection will prioritise:

- **Local Traders:** Preference is given to those based in Normanton or the Wakefield area.
- **Customer Appeal:** Products should cater to a variety of consumers.
- **Quality:** Goods must be of a reasonable standard.
- **Price Range:** Ensuring products offer value for money across different budgets.
- **Retail Mix:** A diverse range of product types is essential to avoid duplication.
- **Past Performance:** Applications may be declined if stall holders have breached terms at previous events.

Additional Requirements:

- Provide an accurate description of your products. Selling unauthorised items may result in stall closure.
 - Caterers must submit their menu and prices with the application.
 - Supporting evidence, such as photos of your stall or links to your website/Facebook page, is encouraged.
-

Charges and Payment

- Charges are listed in the Event Information Sheet.
- Payment should not be sent until your booking is confirmed.
- Payment methods include:
 - Card payment via a link or QR code shown on the invoice.
 - Card payment over the phone or in person.
 - Bank transfer (details provided upon confirmation).

Failure to Pay:

Missing the payment deadline will result in your pitch being reassigned.

Confirmation of Booking

- Upon acceptance, you'll receive written confirmation and payment details.
 - After payment, you'll receive a booking confirmation email with the event information.
-

Cancellations

- No refunds are available once payment is received.
 - Events proceed in all weathers unless it is unless deemed unsafe to proceed.
 - No refunds are issued for your non-attendance due to bad weather.
 - Notify the Council if you cannot attend; subletting of pitches is prohibited.
 - If the Town Council cancels the event, then all traders will be entitled to a full refund.
-

Sales and Product Rules

- Only goods listed in your application can be sold or promoted.

- Restricted items include counterfeit goods, herbal highs, tobacco, flammable equipment, nitrous oxide canisters, and similar prohibited items.
- All toys must display the CE mark.
- Political campaign promotion is not allowed.
- Live animals may not be given away as prizes or sold at Town Council events.

Unsuitable Items:

The Town Council may remove unsuitable products without compensation.

Catering and Licensing

- A **Catering Policy** sets out the number and type of catering stalls permitted at each event.
 - Selling alcohol requires pre-approval and submission of the appropriate licenses.
-

Insurance

- Stall holders must provide **Public Liability Insurance** with their application.
 - If your insurance is due to renew close to the event date, please send your current policy.
 - Normanton Town Council is not liable for losses, damages, or injuries related to the event.
-

Health & Safety

- Stall holders must submit a written risk assessment which has been reviewed within the last 12 months.
- Food vendors must meet a minimum **Food Hygiene Rating of 3** and adhere to UK food legislation.
- Food vendors must be registered with their local authority.

Special Notes:

- LPG users must demonstrate safe handling and provide a current gas safety certificate.
 - Electrical equipment must be tested and safe for use.
 - Generators must be silent diesel models.
-

On-the-Day Arrangements

- Information on access to the site will be provided in advance.
 - Follow staff instructions for unloading and setting up.
 - Vehicles must move slowly (max 5mph) and be parked in designated areas.
-

Waste Disposal

- Stall holders are responsible for disposing of their trade waste.
 - Public bins are for attendees only.
-

Additional Information

- **Dogs and Pets:** Ensure they are under control at all times.
 - **Smoking:** Prohibited at stalls or in enclosed spaces.
 - **Toilets:** Portable facilities and hand sanitizers will be available at most outdoor events. Town Centre events will be able to make use of the toilets at the Town Hall.
 - **First Aid:** On-site first aid will be provided.
 - **Publicity:** The event may be photographed or filmed for promotional purposes.
 - **Water:** There is no drinking water available on site.
 - **Power & Lighting:** There is no power or lighting available at outdoor events.
-

Event Cancellation

The event may be cancelled due to unforeseen circumstances, such as a pandemic. Announcements will be made via social media.

Damages and Losses

If a stall holder, or anyone working with them (including family members or employees), causes any damage to the event venue or equipment provided, they are fully responsible for covering the cost of repairs. Failure to pay for the damage could mean they won't be allowed to attend future events.

Normanton Town Council is not responsible for any financial losses suffered by stallholders, including damage to their equipment, goods, or personal belongings, or injuries to themselves or their staff. Stallholders are also responsible for setting up and taking down their own structures and any problems that arise from using them. The Council cannot be held liable for financial losses due to low attendance or bad weather.