

TERMS AND CONDITIONS AND BOOKING DETAILS

- We will be open from 9am for you to set up your stall and prepare yourself. Doors will open to the public at 12noon until 5pm. We'd like everyone to stay until the end and not leave before 5pm as this is unfair on those who arrive later during the event and are faced with empty stalls. Tables are 6ft trestle tables and we set with 2 chairs (but more can be arranged).
- The table costs are **£24 (this includes VAT)** per table if you would like any additional tables please let us know as this will incur an extra charge of **£10 per table**. You are not able to bring your own tables with you as we will set up the venue and allocate places before you arrive.
- Upon completing this stall application if approved you will be sent an invoice for the £24 (this includes VAT) stall over fee and ways of payment will be displayed in the invoice.
- Should you require to use electricity please let us know. All electric equipment must be PAT tested and you are asked to provide a copy of the certification.
- Stands selling sweets, fudges, dried fruits, cakes, food of any kind and preserves etc. are required to have a copy of their Basic Food Hygiene Certificate and Kitchen Inspection Certificate on display and also ensure they follow the new Natasha's Law.
- All stall holders must have their own Public Liability Insurance – please provide a copy of this with your application.
- To ensure that there is a good mix of stalls duplication of goods will be kept to a minimum, all stalls will be allocated on a first come first served basis based on when payment is received by us.
- Cancellations are non-refundable or at the discretion of the Deputy BID manager. As with any event, we cannot guarantee visitor numbers or sales but we will do our utmost to ensure a successful event with advertising and social media promotion.
- Car Parking – The Church where the market is held is unable to guarantee parking, it is suggested you park in nearby car parks, please speak to organisers if you need any assistance parking.
- Please ensure that if you are bringing children to the event that they are fully supervised at all times and no animals are permitted in the church unless needed for assistance.
- We ask that items are not hung from light/curtain fittings or stuck to the walls to keep the decoration in the room looking nice for all church users.
- Smoking is not permitted inside the centre including e-cigarettes.
- All accidents and near misses must be reported to the event organisers.
- We ask that everyone acknowledges Public Health concerns and accepts their obligation to comply with any official guidance from UK Government, including any changes between the time of booking and the event itself.
- Should the event be cancelled a full refund will be provided to stallholders by bank transfer within 14 days.
- At the end of the event all items and rubbish must be taken away from the event, the centre is unable to store items.