

**GREEN FAIR**  
**TERMS & CONDITIONS**

The 'Organiser' is Earley Town Council, Council Offices, Radstock House, Radstock Lane, Earley, RG6 5UL. The 'Event' is the Green Fair. 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, equipment or personal belongings of stallholders.

**2. Stallholders Responsibility**

- 2.1 All Stallholders must hold valid Public Liability Insurance for the day of the event. On occasions a stallholder may be covered under the Organiser's insurance, but only on request.
- 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, gazebos and covers. (Tables may be hired from the Organiser at a cost, there is only a limited number available, so 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 Stallholders are the responsibility of the stallholder and must be in good working order. A fire extinguisher must be provided by the Stallholder, should a generator be used.
- 2.5 Stallholders must arrive to set up at the time slot allocated and Stallholders must clear up at the end of the day at the appropriate time. Arriving late to set up may result in refusal of entry.
- 2.6 Once vehicle has been unloaded, the Stallholder must remove their vehicle from site, as the Organiser does not allow movement of vehicles on site during the event, unless in the event of an emergency.

- 2.7 The Organiser does not provide off-site parking.
- 2.8 Stallholders are responsible for clearing away all rubbish they create from in and around their stall and disposing of it off-site.
- 2.9 Any damage to the pitch, site or provided equipment will result in reimbursement in full by the Stallholder to the Organiser.
- 2.10 Stallholders cannot transfer their booking to another Stallholder, unless it has been agreed by the Organiser, at least 4 weeks prior to the event.
- 2.11 The Stallholder must abide by the Organiser's Terms & Conditions.
- 2.12 The Stallholder must abide by any Licences/Permits which may be required in order for the Stallholder to operate at the event. Copies of any required licences/permits must be brought by the Stallholder on the day of the event.
- 2.13 It is an offence to sell alcohol or award alcohol as a prize to any person under the age of 18.
- 2.14 Stallholders must carry out their own risk assessment of their stall in order to identify and minimise any danger/risks.
- 2.15 Stallholders must uphold current Health & Safety/Food Hygiene Guidance if their stall involves heating, lighting, food preparation, operation of machinery, animals, inflammable materials, or activities where there is a possible risk of injury to themselves or members of the public.

### **3. Personal Data**

- 3.1 Stallholders agree that their names, addresses and booking details will be held on file for the purpose of the administration of the event by the Organiser.

### **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.

*March 2024*