

Farnham Christmas Lights Switch on

Terms & Conditions for Stall Holders and Traders 2023

These terms and conditions are set by Farnham Town Council and apply only to booking a stall at Christmas Lights Switch- on, 18th Nov 2023

1. Event Date, Venue & Operation Times

- i. Farnham Christmas Lights Switch on is taking place on Saturday 18th November 2023 in Gostrey Meadow, Farnham.
- ii. The site address is Gostrey Meadow, Union Road, Farnham, Surrey, GU9 7RT
- iii. The hours of the event are 1- 6pm.

2. Pitch & Hiring Stalls

- i. This year, Farnham Town Council will be offering the following types of pitch for hire:
 - a. Pitch 3m x 3m
 - b. Double Pitch 6m by 3m
 - c. Catering Pitch 3m by 3m
 - d. Double Catering pitch 6m by 3m

NB: If you have a larger pitch, you will need to pay for more than one pitch e.g.: If your stall is if your stall is 6m by 3m you will be required to hire 2 pitches.

- ii. Farnham Town Council offers the following discounts for traders:
 - A **10%** discount off the cost of hire is being offered to businesses within the GU9/GU10 postcode.

NB: Discounts are not cumulative.

3. Additional Items for Hire

The following items are available for hire in addition to your pitch space. Please note, any additional items **MUST** be included in the application to avoid disappointment on the day.

- i. Gazebo – one gazebo per pitch.
- ii. Table
- iii. Electricity – charged per single 16AMP plug or 32AMP plug

NB: Exact requirements for the use of electricity required **MUST be clearly stated in the application form submitted to Farnham Town Council. Vendors will only be supplied with electricity requirements submitted in their**

application and under no circumstances will extra electricity use be permitted on the day without prior agreement.

4. Description of Goods

- i. Stall holders may only sell the goods they originally identified on their application form, unless otherwise agreed with Farnham Town Council.
- ii. Farnham Town Council requires traders to sell goods in accordance with the theme of the event they are trading at, and reserve the right to refuse an application if products are not in keeping with the event.

5. Sale of Alcohol

Stallholders wishing to sell alcohol for consumption on or off the premises MUST:

- i. Employ staff over the age of 18.
- ii. Employ at least one personal licence holder.
- iii. Provide a copy of the Personal Licence to Farnham Town Council with their application form.
- iv. Train other employees in the law regarding the sale of alcohol and keep written records.
- v. Operate a Challenge 25 policy and only accept a passport, photo driving license or ID cards bearing the PASS hologram as forms of identification and hold a challenges and refusals log.
- vi. Comply with all local and national laws including the Licensing Act 2003.
- vii. Obtain a Temporary Event Notice for their stall.

6. Health & Safety

Stall holders wishing to sell food for consumption on or off the premises MUST:

- i. Comply with all local and national laws and regulations regarding the production, labelling, display, storage and sale of produce and relevant trading standards legislation.
- ii. All catering stalls must be staffed by a Basic Food Hygiene Certificate holder and a copy of the certificate must be provided with the stallholder's application form.

Further advice can be obtained from Waverly Borough Council Environmental Health (Tel: 01483 523333) and Surrey County Council Trading Standards (Tel: 03456 009009).

7. Setting Up, Packing Away & Parking

- i. Farnham Town Council will allocate set up times to ease congestion on the day.
- ii. Stallholders will need to adhere to the times given to them.

- iii. Only 1 vehicle per stall are permitted onto the site to unload goods.
- iv. On arrival, stallholders must immediately unload their goods quickly and efficiently.
- v. Once goods are unloaded, stallholders must remove their vehicles from the site and park in a public car park nearby (charges will apply).
- vi. All vehicles must be removed from the site by 12.30pm and will not be allowed back on site until after the event has finished from 6.00pm. This will be a decision made by the event manager on site on the day.
- vii. Supplementary lighting will be provided for the packing up of the event.
- viii. **Stallholders may only begin packing up once the event has finished. Under no circumstances may a stallholder pack up or leave the site before 6.00pm.**

8. Extreme Weather Conditions

- i. A risk assessment will be carried out on site by Farnham Town Council on the morning of the event. If the weather conditions are deemed a risk to the public's health and safety, the event may be cancelled, but no refunds would be payable.

8. Rubbish Disposal

- i. Stallholders are responsible for their own rubbish and must dispose of it carefully in the bins provided.
- ii. If the bins are full, stallholders are responsible for taking their own rubbish away with them although Farnham Town Council will make every effort to ensure there are sufficient waste disposal facilities on site throughout the day.
- iii. Failure to dispose of the rubbish in a litter bin will result in an additional fee of **£75** charged to the stallholder responsible.
- iv. Stallholders requiring a catering pitch must provide 2 large bins beside their stall for customers to dispose of their rubbish.

10. Smoking and Animal Policy

- i. There is a strict no smoking policy and no 'live' animals on any stalls.

11. Payment

- i. Once an application has been accepted by Farnham Town Council, and invoice will be emailed.
- ii. Payment **MUST** be submitted in full according to the invoice payment terms (usually within a month).

- iii. Confirmation of payment and the booking will be acknowledged to the applicant. Once a booking is confirmed, no refunds will be administered in the event of cancellation or no-shows.

12. Cancellation

If a stallholder cancels their attendance at the Christmas Lights Switch on, the following refund policy will apply:

- i. Cancellation 3 months before event – Full refund.
- ii. Cancellation 2 months before event – 25% refund.
- iii. Cancellation within a month including if event is cancelled– No refund.

13. Insurance

- i. All stallholders **MUST** supply their own public liability insurance and provide a copy of the policy with the application form.

14. Allocation of Stalls

- i. When Farnham Town Council receives your application form, the application will be assessed to ensure the goods identified on the form are appropriate for the event.
 - ii. Pitch locations will be allocated by Farnham Town Council and we will provide preference on first booked where possible but note we reserve the right to not accept applications on the basis of quality and product choice and duplication.

NB: The location of your pitch will be decided by Farnham Town Council and the decision is final.

15. Compliance

- i. Farnham Town Council reserves the right to reject applications and to organise the location of pitches in accordance with its own scheme. Farnham Town Council reserves the right to cancel any bookings made, and to exercise its discretion when allocating refunds. Failure to comply with the regulations may result in the cancellation of the stallholders' booking. Farnham Town Council accepts no responsibility for loss or theft of goods while attending the Christmas Lights Switch on. **All stallholders MUST have adequate insurance policies in place.**