

Denaby Christmas Fair- Saturday 9th December 2017

Stall/Entertainment Application Form & Terms & Conditions

Application closing date:

Email or post application form to:

FAO The Hot Chocolate Lounge, Denaby, Doncaster, DN12 4UW

Further Enquires:

Organisation/Business Name:		
Information: Stall holder/Organisation		
Contact:		
Address:		
		Postcode:
Telephone:	Fax:	Mobile:
Email:		
Public/ Lia. Insurer:	Number:	Coverage

Photocopies of Public liability Insurance and Food Hygiene certificates MUST be EMAILED OR ATTACHED with your application form

Site Size required	QTY	Price per stall	Total
		FREE	
		FREE	

Please note that No electricity will be provided for this event

Description of entertainment/stall :

PLEASE READ TERMS AND CONDITIONS ON NEXT PAGE, ENSURE YOU HAVE ALL THE RELEVANT DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION

Stall Holder Application Form

Terms & Conditions

All Registered Stallholders must sign a Stallholder Agreement. The basic conditions of this Stallholder Agreement are included here:

1.1 Fees

As a booking fee, you must pay the amount listed on page 1 as appropriate to the site and electricity, if required, for the right to use the site. The booking fee must be paid in advance, and as sites are limited bookings will not be confirmed without receipt of funds and a current Certificate of Currency for Public Liability Insurance.

1.2 Trading days and hours

9.00am - 5.00pm or as notified byas specified in confirmation letter. Stallholders must conduct business from the stall at all times during the trading hours. Applications received after this date cannot be guaranteed consideration.

1.3 Temporary basis

The right of occupation of a stall at the event is a temporary licence. Occupation of the stall will only be as a casual stallholder during the event. The Committee has absolute discretion to grant or revoke this right at any time. The Application Form for a site does not guarantee acceptance. Preference will be given to stalls with a Scottish content and good presentation and is at the discretion of the Committee. All funds will be reimbursed to unsuccessful applicants.

1.4 Venue

The actual location of the stall at the event will be at the Committee's discretion and may change from time to time. Stall allocation is on a first come first served basis. It is the stallholder's responsibility to ensure their stall (**including guide ropes and other attachments**) fit on the site applied for and allocated to them.

1.5 Use of the stall

Stallholders must only use and occupy the stall for retail sale of products as described by stallholder on page 1. Other stallholders may be permitted to conduct a similar business at the event. All goods and merchandise offered for sale or sold by stallholders must comply with relevant safety and compliance standards. If this is the stallholder's first application toa photo of the stall goods for sale must be forwarded with the Expression of Interest.

1.6 Stall Equipment

The event does not provide any furniture or stall weather protection; marquees can be arranged by contactingtents can be arranged by contacting

1.7 Timing for Loading and Unloading

Morning: Between 6.00am and 8.30am. Evening prior to the Games from 4.00 pm onwards or as soon as event area is deemed safe for vehicles. Vehicles are prohibited within the event during trading hours.

1.8 Payment Method

Stallholders can pay via direct deposit or by posting a cheque. All payments must be made prior to the festival.

1.9 Clean and Proper Condition

Stallholders must conduct themselves in a proper, polite and orderly manner at all times and keep noise to a minimum. Stalls must be kept in a clean and tidy condition and remove all rubbish from site.

1.10 Insurance

Stallholders must take out and maintain adequate product insurance at all times and a minimum £5 million Public Liability policy. This policy must be attached to the application when submitted.

1.11 Sub Letting and Sharing

Subletting or sharing of sites is not permissible without the consent of the Committee.

1.12 Weather

The Committee will not be responsible for trade affected by weather conditions. The Committee will not bear any responsibility for application refunds for cancellation either by traders or the Committee.

1.13 Cancellation of booking

Cancellation of bookings 2 weeks prior to the Games will result in forfeiture of booking fee, or in extenuating circumstances at the discretion of the Committee.

1.14 Raffles/guessing competition. No raffles or guessing competitions to be conducted at the Games.

Submitting the form

- 1 . By submitting this application you acknowledge that you hold a current Public Liability Policy for £5,000,000.
- 2 . This application acknowledges that the Committee is indemnified against all claims arising from damage/injury to goods or persons
- 3 . Payment must accompany this application form.

I/WE AGREE TO THE ABOVE TERMS AND CONDITIONS AND HAVE ATTACHED A COPY OF OUR P/LIABILITY INSURANCE

Name:

Signed:

Date: