



Thatcham Family Fun Day 2024
Terms and Conditions for Stallholders

These terms and conditions are set by Thatcham Town Council (The organiser) and apply only to booking a stall at the 2024 Family Fun Day.

1) Event Date, Venue & Operation Times

- a) Thatcham Family Fun Day is taking place on Sunday 30th June 2024 at Henwick Worthy Sports Field
- b) The hours of the events are 11am – 4pm

2) Pitch & Hiring Stalls

- a) Thatcham Town Council will be offering different types of pitch for hire as per application form enclosed.
 - i) Pitch 3m x 3m
 - ii) Catering Pitch 5m x 5m
- b) All business must be conducted from the allocated pitch. Stallholders are not permitted to roam the site selling or promoting their goods or services. The stallholder, their agents and employees will do nothing to adversely affect the health, safety and well-being of themselves, other traders or other persons attending the event.
- c) Pitches will be guaranteed until 10.00am on the day of the event. After 10.00am pitches may be re-let. Stalls must not be dismantled nor stock cleared away before 4pm and all trading must cease by 4.30pm. Vehicular access or movement is not allowed on site between the hours of 10.30am and 4.30pm. Each single pitch can accommodate one vehicle to be parked behind the pitch. Other vehicles must be moved to the stallholder parking area.

3) Description of Goods

- a) Stallholders may only sell the goods they originally identified on their application form, unless otherwise agreed with Thatcham Town Council. Goods considered unsuitable in any way by the Organiser must be removed from the pitch.
- b) Thatcham Town Council requires traders to sell goods in accordance to the theme of the event they are trading at, and reserve the right to refuse an application on this basis.

4) Lotteries and Raffles

- a) Any lotteries or raffles running for longer than 24 hours are subject to appropriate approval under The Gambling Act and you must provide the Organiser with the licence number that you have obtained for the competition.

5) Sale of Alcohol

- a) **Alcohol may only be sold with prior approval from the Organiser**
- b) 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 Thatcham 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 licence or ID cards bearing the PASS hologram as forms of identification.
- vi) Comply with all local and national laws including the Licensing Act 2003.

6) Health & Safety

- a) Stallholders 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.
 - iii) All hot catering stalls should have appropriate fire extinguishing equipment.
 - iv) Please ensure you have a valid risk assessment.

7) Electricity and Equipment

- a) Mains electricity will not be available on site. The use of generators on site will be subject to prior written approval by the Organiser. It is the responsibility of the stallholder to ensure that their equipment is suitable, compatible and complies with all Health and Safety requirements.
- b) Stallholders must not use any loudspeaker apparatus, equipment or machinery or any other offensive practices to cause annoyance to adjoining stallholders. If this request is not adhered to then the Organiser reserves the right to require the apparatus to be turned off.
- c) All portable appliances and generators must have a valid portable appliance test certificate/label.

8) Setting Up, Packing Away & Parking

- a) Thatcham Town Council will allocate set up times to ease congestion on the day.
- b) Stallholders must adhere to the times given to them.
- c) Only 2 vehicles per pitch are permitted onto the site to unload goods.
- d) On arrival, stallholders must immediately unload their goods quickly and efficiently.
- e) 1 vehicle per stall is permitted to stay on the pitch behind the stall. All other vehicles must be moved the stallholder parking area.
- f) There will be no vehicle movement on the site between 10.30am and 4.30pm.
- g) Stallholders may only begin packing up once the event has finished. Under no circumstances may a stallholder start to pack up before 4pm.

9) Extreme Weather Conditions

- a) A risk assessment will be carried out on site by Thatcham Town Council. 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.

- b) Henwick Worthy Sports Field is a very large, flat field and can be open to windy conditions. All stallholders should ensure any structures they have are of an appropriate quality and with appropriate weights.

10) Rubbish Disposal

- a) Stallholders are responsible for their own rubbish and must dispose of it carefully in the bins provided.
- b) If the bins are full, stallholders are responsible for taking their own rubbish away with them, although Thatcham Town Council will make every effort to ensure there are sufficient waste disposal facilities on site throughout the day.

11) Animal Policy

- a) There is a strict no 'live' animals policy on any stall.

12) Payment

- a) Once an application has been accepted by Thatcham Town Council, an invoice will be emailed.
- b) Payment **MUST** be submitted in full according to the invoice payment terms (usually within 30 days).
- c) Once a booking is confirmed, no refunds will be administered in the event of cancellation or no-shows.
- d) No stallholder will be allowed on site without prior payment.

13) Insurance

- a) All stallholders **MUST** supply their own public liability insurance (valid on 30th June 2024) and provide a copy of the policy to Thatcham Town Council by at least 1st June 2024.

14) Allocation of Stalls

- a) When Thatcham Town Council receives your application form, the application will be assessed to ensure the goods identified on the form are appropriate for the event.
- b) Pitch locations will be allocated by Thatcham Town Council and please note first booked basis will have priority where possible with your preference taken into consideration.
NB: The location of your pitch will be decided by Thatcham Town Council and the decision is final.

15) Compliance

- a) Thatcham Town Council reserves the right to reject applications and to organise the location of pitches in accordance with its own scheme. Thatcham Town Council reserves the right to cancel any bookings made, and to exercise its discretion when allocating refunds in this case. Failure to comply with the regulations may result in the cancellation of the stallholders' booking. Thatcham Town Council accepts no responsibility for loss, damage or theft of goods while attending Family Fun Day.
All stallholders MUST have adequate insurance policies in place.