



## Thatcham Family Fun Day 2025

### 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 2025 Family Fun Day.

#### 1) Event Date, Venue & Operation Times

- a) Thatcham Family Fun Day is taking place on Sunday 29th June 2025 at Henwick Worthy Sports Ground
- b) The public opening hours of the event are 11am – 4pm

#### 2) Pitch & Hiring Stalls

- a) The Organiser offers two types of pitch for hire as per application form:
  - i) Standard Pitch: 3m x 3m
  - ii) Catering Pitch: 5m x 5m
- b) All business must be conducted within the allocated pitch.
- c) Stallholders are not permitted to roam the site selling or promoting their goods or services unless prior permission is granted.
- d) 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.
- e) Pitches will be guaranteed until 10am on the day of the event. After 10am pitches may be re-let.
- f) Stalls must not be dismantled nor stock cleared away before 4pm and all trading must cease by 4pm.
- g) 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 the Organiser. Goods considered unsuitable in any way by the Organiser must be removed from the pitch.
- b) The Organiser 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 on this basis.

#### 4) Single Use Plastic

- a) From the 1st of January 2025, the Organiser will be banning single-use plastics from its operations and events. Non-compliance may result in rejection of future applications. Please see the additional information regarding single-use plastics and ask for guidance where necessary.
- b) No single-use plastic cutlery, cups/glasses or tableware.
- c) No balloons can be used at this event, regardless of their environmental credentials.

## **5) Lotteries and Raffles**

- a) Any lotteries or raffles running for longer than 24 hours are subject to appropriate approval under The Gambling Act
- b) Stallholders must provide the Organiser with the relevant licence number.

## **6) 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 the Organiser 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.

## **7) Health & Safety Regulations**

- 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.

## **8) Electricity and Equipment Use**

- 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.

## **9) Setting Up, Packing Away & Parking**

- a) The Organiser 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.

#### **10) Extreme Weather Conditions**

- a) A risk assessment will be carried out on site by The Organiser. 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 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.

#### **11) 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 The Organiser will make every effort to ensure there are sufficient waste disposal facilities on site throughout the day.

#### **12) Animal Policy**

- a) Live animals are strictly prohibited at stalls or attractions.

#### **13) Payment**

- a) Once a stall offer is accepted, the stallholder must return the completed form before an invoice is issued.
- b) Payment is due in full within the invoice terms (usually 30 days).
- c) To qualify for the early bird rate, payment must be received by 31st March 2025.
- d) No refunds will be issued for cancellations or no-shows.
- e) No stallholder will be allowed on-site without prior payment.

#### **14) Insurance**

- a) All stallholders must have valid public liability insurance (covering 29th June 2025).
- b) A copy of the insurance policy must be provided by 1st June 2025

#### **15) Allocation of Stalls**

- a) When The Organiser receives your application form, the application will be assessed to ensure the goods identified on the form are appropriate for the event. If you are looking to change the goods on your stall, please inform The Organiser at the earliest opportunity.
- b) Pitch locations will be allocated by The Organiser. Please note that where possible your position preference will be taken into consideration. NB: The location of your pitch will be decided by The Organiser and the decision is final.

#### **16) Compliance**

- a) The Organiser reserves the right to reject applications and to organise the location of pitches in accordance with its own scheme. The Organiser 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.

- b) The Organiser is not responsible for loss, damage, or theft of goods.