

Princes Risborough Town Council

The Princes
Centre, Clifford
Road Princes
Risborough
Buckinghamshire
HP27 0DP

Tel: 01844 275912



PRINCES RISBOROUGH ANNUAL TOWN FESTIVAL STALLHOLDERS TERMS AND CONDITIONS

7th July 2018

1. The Committee reserves the right to refuse entry.
2. A pass to gain entry will only be issued once application and fees are received.
3. Every endeavour will be made to meet the wishes of exhibitors. No requests for guaranteed position can be accepted.
4. Certain activities may include the use of bottled gas, charcoal, naked fire, or generating equipment. Exhibitors must have on site a fire blanket and appropriate fire extinguisher(s).
5. The selling of and or raffling of any product containing alcohol must be restricted to over 18's.
6. All portable electrical appliances must have an accredited test certificate available for inspection by the organiser.
7. You may decide to declare you area as non -smoking which you are free to do but a clear notice of this must be on display.
8. Exhibitors must clearly identify business name/charity organisation on exhibit.
9. Exhibitors must maintain their own employee, public and products liability insurance. A copy of the Food Hygiene and current insurance document must be available for verification at all times.
10. No dogs will be allowed on site (dogs must not be left in vehicles)
11. Public address announcements will be restricted to event information – emergency or medical. The validity of request for an announcement will be at the discretion of MC announcer, a member of the committee or a member of the emergency services.
12. Passes: Exhibitors will be entitled to have access to site to set up and dismantle. For safety reasons this access will be controlled by marshals.
13. Vehicle entrance is via Duke Street and or Church Street only.
14. Exhibitors can leave prior to the official closing time but must inform the site manager before doing so. Exceptions to this would be emergency vehicles entering or leaving.
15. On arrival report to the Site Manager who will allocate your pitch. Neighbourly consideration of other exhibitors is required when choosing and placing tall and or bulky items.
16. All exhibitors are responsible for the clearance of their pitch of refuse, litter or any article deposited during the day(s). Disposal points will be available. Collected rubbish must not be left on or near the pitch.
17. Exhibitors are reminded that no stall must be left unattended during opening hours.
18. No glass containers will be allowed on site.
19. No stalls, covers, water, drainage or power is provided on site.

Fees set-out overleaf.

Fees for Summer Festival – 7th July 2018

Risborough Based Charity Organisation	£10
Non- Risborough Based Charity Organisation	£20
Princes Risborough Commercial(excluding food & drink suppliers)	£15.00
Non-local Commercial	£30.00
All Food/Drink traders	£40.00

Full payment must be included.

Payment can be made by cheque, made payable to **Princes Risborough Town Council**, cash payment can be made by visiting the Town Council office or by bank transfer to Lloyds S/C: 30-98-56 A/C: 20442160.