**PRINCES RISBOROUGH – CHRISTMAS LIGHT SWITCH-ON**

**STALLHOLDERS TERMS AND CONDITIONS**

**SATURDAY 25th NOVEMBER 2023 – Time: 3pm-6pm**

**Please read & complete the entire form, missing information may delay your application.**

1. The Committee reserves the right to refuse entry.
2. You will need to bring your own furniture including gazebo, table, and table linen.
3. Every endeavour will be made to meet the wishes of exhibitors. We cannot guarantee a specific pitch location, but will do our best to meet your requirements.
4. Standard pitch sizes are 3m x3m, please specify if your dimensions vary from this as this may incur further fees.
5. 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).
6. The selling of and or raffling of any product containing alcohol must be restricted to over 18’s. Any person selling alcoholic drinks must apply for and be issued with a TENS.
7. All portable electrical appliances must have an accredited test certificate available for inspection by the organiser.
8. You may decide to declare your area as non -smoking which you are free to do but a clear notice of this must be on display.
9. Exhibitors must clearly identify business name/charity organisation on exhibit.
10. 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.
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 unload/load vehicles. For safety reasons this access will be controlled by marshals and the road will only reopen to vehicles when the Event organisers & Site Marshals/ deem it safe to do so.
13. Vehicle entrance is via Duke Street only. Church Street will be used in emergencies only.
14. A pass to gain entry will only be issued once application and fees are received.
15. Entrance to the event will be staggered into time bands to allow for steady flow of traffic.
16. Exhibitors are requested to be present at their stalls for the duration of the event. Exceptions to this would be emergency vehicles entering or leaving.
17. On arrival report to the Site Manager(s) who will allocate your pitch.
18. All exhibitors are responsible for the health and safety of themselves and their staff on site and should provide accident & incident report forms to the site manager(s) should they occur on site.
19. 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.
20. No glass containers will be allowed on site. Please try to refrain from using single use plastic. See our [Reduction of Single Use Plastic](http://www.princesrisboroughtowncouncil.gov.uk/_UserFiles/Files/Policies/Single%20Use%20Plastic%20Sept%2019.pdf) policy to learn how the Town Council are tackling single use plastics.
21. No water, drainage or power is provided on site unless previously agreed.
22. Power is only available for food and drink stall holders.
23. Cancellations will not be refunded, however if you need to cancel one week before the event then we will credit your account for use on a future event. Credit must be used within twelve months and booking depends on pitch availability.
24. In extreme circumstances we reserve the right to cancel bookings, or refuse individual bookings, with two weeks’ notice, in which case a refund will be provided.

**PLEASE DO NOT MAKE PAYMENT UNTIL WE CONFIRM BY EMAIL THAT YOUR PITCH APPLICATION IS SUCCESSFUL**

Please note your application is subject to acceptance from the Council and you will be notified on the status your application within 1 week of submitting.Once payment is requested, please note that this must be paid within 72 hours of your email confirmation or we will cancel your booking. **Payments are non-refundable**.

Payment can be made payable to **Princes Risborough Town Council** by bank transfer to Lloyds S/C: 30-98-56 A/C: 20442160. Cheques and Cash payments are **not** accepted.

**Princes Risborough Town Council**

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

Telephone: 01844 275912

**Christmas Light Switch On, Saturday 25th November 2023, 3pm-6pm**

I am interested in having a pitch(es) for the above event.

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Contact Name:** |  |
| **Contact Address:** |  |
| **Contact Number:** |   |
| **Email Address:** |  |
| **Social Media details:** | *Facebook:* |
|  | *Instagram:* |
|  | *Twitter:* |
|  | *Website:* |

|  |
| --- |
| Type of stall proposed, please include details of items to be sold or activity to take place: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **To calculate your invoice please tick as appropriate**  | **Price** | **Number required**  | **Price** |
| Risborough Based Charity Organisation  | £12.00  |  | £ |
| Non-Risborough Based Charity Organisation  | £27.00 |  | £ |
| Princes Risborough Commercial (Excluding food and drink vendors)  | £22.00 |  | £ |
| Non-local Commercial or Small food producers  | £32.00  |  | £ |
| All Food/Drink\* Vendors **\*Please note you will need to provide your own TEN if selling alcohol**  | £80.00  |  | £ |
| Power\* If yes, please provide details below of your requirements, the equipment in use, and the Kw required\***For food and drink vendors only** | £10.00 |  | £ |
| Total |  |  | £ |

**Please note, we do not supply furniture for this event – you will need to bring your own gazebo, table, chairs, and linen. We cannot hire out any furniture for this event.**

**Power will not be supplied for stall lighting. Please bring portable battery powered lighting (e.g., fairy lights or camping lights)**

Please either send your form by email to Stephanie@princesrisboroughtowncouncil.gov.uk or by post to:

Miss Stephanie Boyle, Princes Risborough Town Council, The Princes Centre, Clifford Road, Princes Risborough, HP27 0DP

Should you have any questions relating to this form or the event, please call 01844 275912 or email: Stephanie@princesrisboroughtowncouncil.gov.uk. Princes Risborough Town Council offices are open between 09:30-15:30 Monday to Friday, outside of these hours e-mails and telephones are not continuously monitored.

*Princes Risborough Town Council respects your privacy but at times it may be necessary to contact you regarding Town Events. We would like to ensure that we do so in a manner that suits you. Please let us know which method you prefer by circling your preferred option below:*

***Email            Telephone                  Post***

**I confirm I have read, understood, and agree with the above information and agree with the terms of booking.**

Signed:……………………………………… Name:………………………………………………. Date:…………………