



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

Email: clerk@standrews-pc.gov.uk

Telephone: 07900 631 733

September 2018

Dear Sir/Madam

Christmas Fayre – 17th November 2018

St Andrews Parish Council are holding their Annual Christmas Fayre on Saturday 17th November 2018 between 11:00am – 3:00pm. If you are interested in participating this year please complete this application form and **return as soon as possible to avoid disappointment.**

The event will be taking place in the Redhouse Community Centre, Frankel Avenue. There will be a variety of Stalls, Entertainment, Refreshments and Santa's Grottos.

The Parish Council will provide overall management and entrance to the event is free.

We would ask that you fill out and return the attached booking form to the above address and include a copy of your Public Liability Insurance, correct fee and other associated documents.

There is a fee of £5 for a 3ft table, £10 for a 4ft table or £15 for a 6ft table, payable in advance at time of booking. Your booking will be confirmed once we are in receipt of your booking form, relevant documents and fee payment. Please refer to our Terms & Conditions for full details.

If you would like to donate a raffle prize we would be very grateful and all profits made by the Parish Council on the day will be donated to Uplands School.

If you should have any queries, then please do not hesitate to contact us.

Yours faithfully

Emma Sylvester
Clerk to the Council

**St Andrews Christmas Fayre, Sat. 17th November 2018
Application Form**

Name: _____

Business Name: _____

Address: _____

Telephone Number: _____

Contact Number for the day: _____

Email Address: _____

Description of products sold: _____
(Please also include pictures on a separate document) _____

How did you hear about this event? _____

Table Size

3ft @ £5	
4ft @ £10	
6ft @ £15	

Other requests:

I/We understand stall set up may commence no earlier than 9:30am on the morning of 17th November 2018 and should be decorated appropriately with everything removed at the end of the event, including litter around the stall.

See page 2 for our terms and Conditions. By signing this document and making a booking confirmed that you have read and agree our Terms & Conditions.

Signed _____ Date: _____

Please send completed form along with payment and documents to Emma Sylvester, St Andrews Parish Council, Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY Bookings will be confirmed by email.

St Andrews Christmas Fayre, Sat. 17th November 2018

BOOKING/EVENT TERMS & CONDITIONS YOUR STALL

YOUR STALL Your stall will be either 3ft, 4ft or 6ft, whichever you have booked. Your stall must not be sub-let to any other party. Special requirements such as access to power sockets must be requested at the point of booking; provision cannot be guaranteed but we will aim to provide these where possible. We aim for a variety of stalls but cannot guarantee there will not be other stalls of a similar nature.

SET-UP AND PRESENTATION OF STALLS There will be no admittance to the venue before the stated set-up time of 9:30am. We carefully plan allocation of spaces, prior to the event, so space allocation/ position cannot be deviated from our allocation plan. Stalls must be fully set-up before the event starts and all tables must be well presented and set-up safely. Please bring own table covering and float. You must ensure that all display racks/shelves, lighting or signs or any other stall furniture are stable and secure and will not cause any hazard or obstruction to any member of the public, staff or stall holders and animals. It is prohibited to move your table to another location, (unless due to unforeseen circumstances the event organiser requests you to move – which if required assistance will be given) or if we deem your display to be unsuitable, create a hazard or for any other legitimate reason. The tables have been set out to provide a safe entry and exit for all concerned and to provide as much room as possible for visitor safety. Stalls must not be dismantled until the advertised closing time.

CHILDREN Children under the age of 14 years are not permitted to remain at the stall unless supervised by an adult stallholder.

BEHAVIOUR Stall holders and/or their helpers must conduct themselves in an orderly manner and must not use obscene language. Abusive or anti-social behaviour whilst on site, by stallholders or their associates, will result in instant dismissal from the event. Abusive behaviour, either verbal or written, towards St Andrews Parish Council staff and/or its Councillors, contractors or visitors will not be tolerated and will result in instant dismissal from event and any future events.

BOOKING & PAYMENTS Bookings will only be processed if accompanied with the booking form, correct fee and required certificates. Payments can be made by cash or cheque, made payable to ST ANDREWS PARISH COUNCIL, and these are non refundable. Please do not send cash by post.

CAN WE PAY ON THE DAY OF THE EVENT? Fees are to be paid prior to the event unless agreed with the Clerk.

PUBLIC LIABILITY INSURANCE All Stall holders must have their own Public/Product Liability Insurance. Your stall must be manned at all times. It is your personal responsibility to ensure you trade legally and safely at all times. In addition, we are not responsible for damage to or theft of your stock/property whilst you are attending our event. You agree to indemnify St Andrews Parish Council, the event organiser from any claim that may be made by any third party.

CANCELLATION OF CHRISTMAS FAYRE. St Andrews Parish Council will put in place all reasonable plans and efforts to ensure that the Christmas fayre goes ahead as advertised. However, we cannot be held responsible for circumstances which are outside or beyond our control which lead to a change in, or cancellation of the Event.

OUR ASSURANCE As with any event, we cannot guarantee visitor numbers but we will do our utmost to ensure that you have a successful Event, bad weather or interruption of power or services is out of our control. St Andrews Parish Council reserves the right to amend these terms and conditions at any time and without prior notice.