



Late Night Shopping event, Crowthorne



Friday 1st December 2023

Stallholders' Terms & Conditions

Your pitch

- The Late Night Shopping event will be open to the public 5-7:30pm.
- It is anticipated that the road will be closed at 4pm, and open again at 8pm. This allows an hour to set up, and 30 minutes to pack away. This will be confirmed nearer the time.
- Each pitch will be a 3 x 3 metre space and will be allocated ahead of the event.
- Stall holders must keep within the 3 x 3 metre space and not obstruct access or walkways, or block other stallholders or shops.
- No electricity, tables or canopies will be provided by Crowthorne Parish Council, all stall holders must provide their own.
- There will be no moving of vehicles during the event.
- The Event Coordinators are the Crowthorne Parish Council staff on the day of the event.

Your stall

- Stallholders must display clear and accurate prices.
- The Council is working in partnership with 'Crowthorne Reduce Our Waste' and promotes the avoidance of single-use plastic for its own events and those held within its premises. Please think carefully about your products and packaging at this community event.
- Stallholders must provide waste receptacles and take away all their waste at the end of the event. The stall and surrounding area must be left clean. Public litter bins are not to be used for waste or unsold produce.

Health and Safety

- All stalls must comply with current environmental health and safety requirements.
- If any public health measures are in force, stallholders must ensure that government guidelines are followed, and hand sanitiser is freely available.
- Stall holders must comply with all HSE requirements regarding food handling and vending.
- Stall holders must comply with all relevant food safety, health, safety and fire regulations.
- Stallholders planning to sell alcohol, must be over 18, hold a personal licence and comply with all laws including the Licencing Act 2003.

Insurance

- Stallholders must have public liability insurance (min cover £5,000,000) and be responsible for their products and personnel.
- Crowthorne Parish Council does not hold any liability for any stallholder or their products. Every stallholder shall participate in this event entirely at their own risk in every respect and shall absolve the organiser and its personnel from responsibility for such risks, including personal injury, loss or damage to property or cancellation of the event. This includes injury, loss or damage caused by fire, theft, inclement weather, interruption of power, defect in the equipment or building or failure of subcontractors or agents to perform.
- Crowthorne Parish Council does not provide insurance cover for theft or damage to stock and recommends that stallholders take adequate insurance against all risks.

Process

To book a stall at this event, stallholders must:

1. Complete the application form and attach copies of relevant supporting documents.
2. Send to Liz Turkington via projects@crowthorne-pc.gov.uk
3. Pay pitch fee, once stall application is accepted.
4. Bookings, timings and pitches will be confirmed via email.

Please note:

- No booking will be accepted if all the points are not met on application.
- Confirmation of your application will be sent via email.
- Payment will be required if and when your application is confirmed.
- Crowthorne Parish Council reserve the right to refuse any application.
- Bookings will be taken on the basis of the information provided. Stall holders will not be able to display or sell items not listed on the application or which the organiser deems inappropriate.

Fees

- Each 3 x 3 metre space will be charged at £25.00 for commercial, £10.00 for charity, and in lieu of 20 minutes musical entertainment for PTA stalls.
- Payment, via bank transfer, must be paid within 3 days of a confirmed application to secure a space.

Cancellation

- Stallholders must give 2 weeks' notice if they are unable to attend the event.
- Crowthorne Parish Council reserves the right to cancel this event and will endeavour, where possible, to give stallholders notice of cancellation in advance.

The council's decisions on the above terms and conditions and all other matters concerning the event are final and binding.

Contact

If you have any queries, please call 01344 771 251 or email projects@crowthorne-pc.gov.uk

Crowthorne Parish Council, The Morgan Centre, Wellington Road, Crowthorne RG45 7LD.