



# Ringwood Town Council

## Sunday 29<sup>th</sup> November 2020 – Christmas Lights Switch On Event STALL HOLDER BOOKING FORM CATERING

<b>Name</b>	
<b>Company/Org</b>	
<b>Address</b>	
<b>Tel</b>	
<b>E mail</b>	
<b>Business social media addresses/ accounts</b>	<i>(If you would like us to tag you in any posts etc. If not, please leave blank)</i>
<b>Selling?</b>	<i>(Please be specific to help us promote the event and plan for a balance of stalls)</i>
<b>Pitch Size</b>	
<b>Any additional requirements?</b>	<i>(Please note that we cannot provide power and you must be self-sufficient e.g. we have no spare gazebos, tables or chairs- thank you)</i>
<b>Agreed rate</b>	<b>£50</b> <b>Please note this is based on a standard pitch size of 3mX3m, larger pitches may attract additional charges</b>

### Office Use Only

<b>Payment recd</b>	
<b>Booking confirmed</b>	

Please ensure that you have read and understood the terms and conditions before submitting this application and the information for stallholders, which can be found on [www.ringwood.gov.uk](http://www.ringwood.gov.uk).

Please make cheques payable to 'Ringwood Town Council' or BACS – Sort code 30-97-08, Acct No. 00215966

**Please add company name as reference if paying by BACS**

**Payment must be received within 10 days of application form being accepted.**

## **TERMS AND CONDITIONS – PLEASE READ CAREFULLY!**

Ringwood Christmas Fair, Market and Lights Switch-On (“the Event”) is organised by Ringwood Events Team (“RET”) as agent for and on behalf of Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood BH24 1AT and your agreement will be with Ringwood Town Council (“RTC”) and no other party or person. The Event is scheduled to take place on Sunday, 29<sup>th</sup> November 2020.

By completing and submitting a booking form, you agree to be bound by these terms and conditions.

RTC reserves the right to decline any booking or to later cancel a booking, without giving any reason for so doing. In such an event, any fee paid will be refunded but no other payment will be made.

Should it be necessary for the Event to be cancelled through no act or omission of RET and/or RTC, every attempt will be made to re-schedule the Event for the following Sunday. You acknowledge that cancellation or postponement might be necessary, for example in the event of adverse weather conditions, some national or other emergency, the death of a senior member of the Royal Family, on the advice of the police or for some other compelling reason. In the event of such a cancellation, RTC will refund any fee paid but will not be liable for any other loss or damage suffered. In the event of a postponement, refunds of any fee paid will be made at the discretion of RTC on the advice of RET.

You warrant (i.e. promise) that:

You have all necessary insurance policies, including but not limited to third party liability and employer’s liability (if appropriate) and will make available for inspection certificates of insurance if requested to do so by any member of RET or any statutory authority.

You will comply with all Health and Safety, Food Hygiene, Trading Standards and other relevant regulations and make available for inspection by RET or any statutory authority, the relevant risk assessments, certificates and other documentation.

You agree and accept that in the event of your failure to comply with these requirements, you will not be permitted to remain at the Event.

You also agree to indemnify RTC and RET against any claim made against them should you fail to comply with these requirements.

You agree that:

Your stall will not exceed the size stated on the booking form. If it does so, RET reserve the right to refuse you permission to attend the Event and/or require you to dismantle your stall and leave the Event.

You will arrive at the Event site by the route to be notified to you in advance of the Event by RET, no later than 11 a.m. on the day of the Event and that you will not dismantle, close or remove your stall before 6.30 p.m. unless given specific permission to do so by RET.

You acknowledge and accept that:

RET have the absolute right to determine the position of your stall and you agree to it being placed at this position. Whilst any specific request for a particular position will be taken into account by RET when the layout of the Event is determined (should you make such a request), no guarantee is given as to where you might be located.

No warranty or assurance is given by RTC or RET that you will have any right to exclusivity regarding the product or service that you are providing and that other traders with similar products or services may also be present at the Event.

No warranty nor assurance is given regarding the numbers of persons likely to attend the Event nor as to what other attractions or activities might take place during or in association with the Event.