

**St Gemma's Hospice Events on site**  
**TERMS AND CONDITIONS**

Separate arrangements for some of the sections below apply to St Gemma's volunteers and stall-holders giving a 100% of their income to the Hospice.

Thank you for choosing to support St Gemma's Hospice and attend one of our fundraising events. We are so grateful to you for supporting our Hospice. We have to follow many policies and regulations and we would be extremely grateful if you can respect and abide by these so we have a successful relationship with you. The following terms and conditions apply to your booking. Please print or keep a record of these with your booking.

We are a Hospice and although we run events on site to raise funds, our priority is the safety and well being of our patients, staff, volunteers and all visitors to the site. Because of this responsibility, St Gemma's Hospice must follow extremely strict regulations so these have to be passed on to anyone on site. The events centre (AUPC) we have on site is attached to the Hospice so all the policies, rules and regulations have to be the same throughout the building and grounds and there can be NO negotiation on these.

**Car Parking**

Please note there is no parking available at St Gemma's Hospice for external organisations/businesses such as stallholders and entertainment. All parking spaces are allocated for the use of staff, patient visitors and visitors to the events. There is parking available on the streets surrounding the Hospice which you may use. Parking is only allowed for loading and unloading and your car MUST park off site before the event starts. The better the parking is for event visitors, the more visitors we are likely to attract. Also cars cannot be brought on site until the event has finished.

**Cancellations (this does not include volunteer supporters)\***

If for any reason you need to cancel your stall please let us know as soon as possible so we can make alternative arrangements. If you cancel between 30 and 15 days prior to the event date you will be given a refund provided we can find a replacement booking. If you cancel any later than 14 days prior to the event no refund can be given.

If St Gemma's Hospice cancels an event you are booked to attend (very rare), in the first instance your booking will be transferred to the next relevant event but if for some reason you cannot attend the next event you will be offered a refund.

\*Cancellation policy for the indoor car boot sale/Nearly New sale:

If you are unable to attend, please contact the organiser as soon as possible so that your stall(s) can be reallocated. Unfortunately we cannot provide refunds for these events. Providing you give at least 7 working days' notice you will be transferred to a date later in the year.

**Arrival and Departure times for stallholders/businesses/suppliers**

**Spring Fair** arrival time from 8.45am (must be set up by 10am) and all stallholders and their goods MUST have left the premises by 4.30pm (event closes at 3pm). No packing away is permitted before event is closed.

**Garden Party** arrival time **9.45am** (must be set up by **11am** which is when the event opens to the public) and all stallholders and their goods MUST have left the premises by 4.30pm (event closes to public at 3pm). No packing away is permitted before event is closed.

**Autumn Fair** arrival time 8.45am (must be set up by 10am) and all stallholders and their goods MUST have left the premises by 4.30pm (event closes at 3pm). No packing away is permitted before event is closed.

**Christmas Market** arrival time 1.45pm (must be set up by 3pm) on Friday and all stallholders and their goods MUST have left the premises by 9.30pm (event closes at 8pm). Arrival time 8.45am on the Saturday (must be set up by 10am) and all stallholders and their goods MUST have left the premises by 4.30pm (event closes at 3pm). No packing away is permitted before event is closed.

**Vintage Fairs** arrival time for set up can be either on the Friday between 2.00pm and 4.30pm (must be off site by 4.30pm) or the Saturday from **8.45am** (must be set up by 10am) and all stallholders and their goods MUST have left the premises by **3.45pm** on Sunday (event closes at 2pm). **No packing away is permitted before event is closed.**

**Nearly New Sales** arrival time 8.45am and all stallholders and their goods MUST have left the premises by 1.00pm (event closes at 12pm)

**Indoor Car Boot** arrival time 8.45am and all stallholders and their goods **MUST** have left the premises by 2.00pm (event closes at 1pm)

**All other events at the Hospice will have times included in your booking confirmation as they are subject to change.**

**The times above are when we have paid staff and security on site for the event. Any supplier, business or third party not employed by St Gemma's Hospice still in the building after these designated times will be charged £30 per hour or part hour to cover the cost of staff time. And not allowed to attend another of our events.**

### **Damage**

Our Conference Centre houses equipment which we cannot move and so we request that all stall-holders take care during their time in the Centre. Any damage to the rooms or their contents incurred as a result of the acts, omissions or default on your part may result in a charge to remedy such damage. St Gemma's Hospice accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you.

### **Entry to the building**

You may use the **Conference Centre doors** on the day of the event which are to the left of the main entrance if you are facing it from the main car park. You cannot access the building from the main entrance as this is the entrance for patients and their visitors as well as nursing and other staff.

### **Fur goods**

It is a St. Gemma's Hospice Policy that no goods containing fur may be sold on Hospice premises. Please check your stock before attending our events.

### **Food and Drink**

Our Bistro offers food and drink at very reasonable prices.

### **Photographer**

There may be a photographer on site at the event taking photos to capture the feel of the event which we may use for promotional reasons in the future. If you do not want to be included in these photographs, please inform the photographer.

### **Liability**

So far as is permitted by law St Gemma's Hospice limits and excludes liability to you as follows; For death of or injury to any person attending the premises for the function where such losses arise due to an act of negligence by you. Any equipment brought to St Gemma's Hospice premises by you is brought by that person at their own risk and you will indemnify us against all liability arising in connection with the use of the equipment. St Gemma's Hospice shall not be responsible for the damage or loss of any merchandise or articles left in any of its premises.

### **Statutory legislation**

St Gemma's Hospice is subject to statutory regulations including, without limitation. Fire Regulations, Health, Safety and Environment. Clients, their employees, their guests and associated third parties must therefore comply with these requirements as may be directed and enforced by St Gemma's Hospice.

### **Displaying posters on our walls**

No posters can be displayed on any of our walls as they take they paint off.

## **Fire Procedure**

**The Hospice is designed with a high level of fire and health and safety standards and we ask that everyone complies with all instruction in these areas.**

At NO point can any of the fire extinguishers be tampered with or removed from their designated place.

In the event of the fire alarm sounding it will not be a drill so please immediately make your way out of the conference centre and into the car park at the front of the Hospice to the designated Assembly Point (signposted), following directions from staff members at all times. Stallholders must leave their stalls but may do so after all customers have left **but this is at their own risk**. Once the all clear has been called stallholders will be allowed to re- enter the building first, followed by customers.

## **Alcohol and smoking**

No alcohol may be brought into the venue or grounds unless the prior written consent has been obtained from the event manager. St. Gemma's Hospice is a NO SMOKING AREA.

## **Extra tables/stands/rails**

You may only use the tables you have booked and have been provided by St Gemma's Hospice. Extra tables are not permitted as they cause problems with space for other stallholders and can also cause access to be affected for prams and wheelchairs. This means that no stock can be placed on the floor in front of your stall. If this occurs, you will be asked to move it for the safety of others. Due to new fire and health and safety regulations we unfortunately can no longer allow clothes rails in addition to your stall booking. You can however bring a clothes rail instead of having a table. Please make a note of this at the time of booking.

## **Rubbish and unsold items**

Stallholders must take away any rubbish, including empty boxes etc. Please also take any of your unsold items away with you after the event which you can hand in at our charity shops if you no longer have use for them.

## **First Aid**

There may not be a First Aider present at the Hospice at the time of your event, therefore First Aid is dealt with by the staff on site at the time of the event. If an incident occurs a judgment call will be made as to the level of severity of the injury/incident. The individual involved will be asked if they would like an ambulance called if they are compos mentis. If they are not compos mentis and their vital signs are affected then an ambulance will be called on the individual's behalf.

## **General**

No failure or delay by us in exercising any of our rights under this contract shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. This contract shall be governed by the laws of England. All reference in days means calendar days

All bookings are subject to these terms and conditions which may not be varied without our written agreement.

## Directions To St. Gemma's Hospice

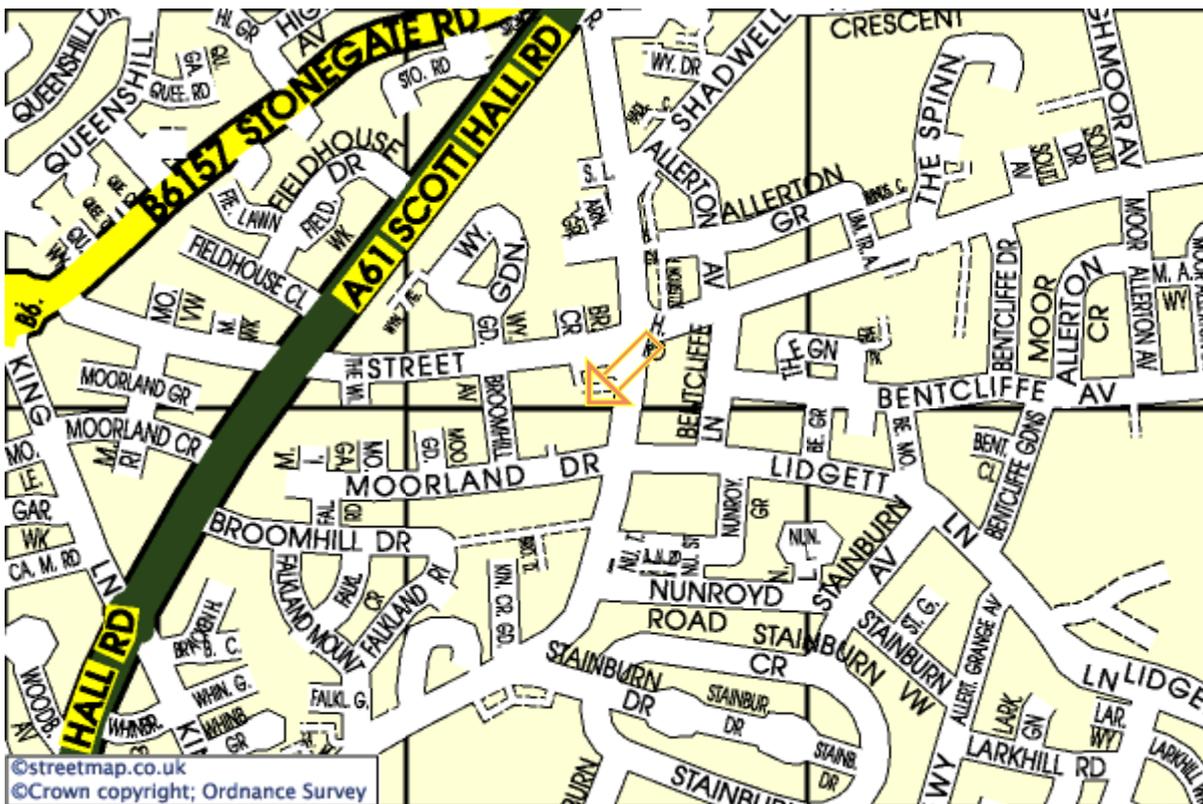
### By Train

Leeds City Station is situated approximately 4 miles from the Hospice and is the closest train station. For more information regarding train times and fares call 08457 484950.

From Leeds City Station a taxi should take approximately 20 – 30 mins and cost between £7.50 and £10.00.

### By Car

St. Gemma's Hospice is approximately 4 miles north of the city centre. From motorways or Leeds City Centre follow the signs to Harrogate. These will lead up Scott Hall Road A61. The Hospice is signed at the junction with Street Lane (see below). From the Outer Ring Road look for signs for the A61 heading into the city centre and the Hospice is signed at the junction with Street Lane (see below).



### By Bus

From Vicar Lane in Leeds City Centre the buses 2 & 3 pass the Hospice. For more information call 0113 2457676