**TERMS AND CONDITIONS – Classic Car Rally and Family Fun Day**

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.

1. **Definition**
	1. In these terms and conditions the term you, yours, or The Trader refers to the person or organisation that is applying for a pitch to trade from.
	2. The Event is the Family Fun Day and Classic Car Show organised by St Gemma’s Hospice. The Event Employees are the employees of St Gemma’s Hospice.
2. **Application**
	1. Successful applicants will be required to provide, a copy of your Public Liability Insurance Certificate and for Food Vendors your Hygiene Certificate, details of your registration with your local Environment Health Authority and fire risk assessment.
	2. An up to date copy of the documentation listed in item 2.1 must be sent to the Event Organisers (contact details overleaf) at least 15 days prior to the event.
3. **Insurance**

All traders are obliged to hold Public Liability Insurance to cover any hazard or loss which may occur at the event as a result, which will include public liability insurance for no less than £1,000,000 or an amount that you feel commensurate with the risk.

1. **Losses**

You acknowledge that the event or any of their designated employees/volunteers are not responsible or hold any liability for any financial losses incurred by you, or for any loss or damage of your equipment goods or personal belongings, or personal injury of employees working for or connected to you.

1. **On Site**
	1. The Event and their designated employees are solely responsible for the allocation of pitch sites.
	2. The Trader may not assign or sub-contract their stall or any part of their stall.
	3. The Trader must conduct his/her business in a clean, honest, civil and business-like manner and without interference in any way with the business of any other trader.
	4. The Trader shall be responsible for the action of any of his/her employee and shall ensure their compliance with these conditions.
	5. The Trader must not obstruct any walkway or vehicle access without the permission of the Event Organisers
	6. The Trader must only use the tables and/or space that you have booked and paid for. Extra tables, rails etc. are not permitted as they cause problems with space for other stall holders and the general public.
	7. Access to the site will be from Saturday 15th August at 8:45hrs unless prior approval has been given.
	8. Parking is available in the public car parks surrounding the park free of charge.
	9. All traders are required to remain on site and continue trading throughout the event, from 10:00 until 16:00.
	10. Please be aware that the event is outdoors and no indoor space is provided, so the event will continue whatever the weather.
	11. Due to Health and Safety, all vehicles must be removed from the Event Site by 09:30 and cannot be brought back onto the site until the event closes at 16:00.
	12. All traders must have removed all their vehicles, equipment, goods and waste from the site by 17:00.
	13. When setting up before the event and clearing away after the event, vehicles must not exceed 5mph.
	14. Access to the site will be clearly signposted and all vehicles and traders must only use the designated entrances and exits.
	15. The disposal of all waste and rubbish generated by your business is the responsibility of The Trader.
	16. Care should be taken not to cause any damage or change to the site or any other property belonging to the site of The Event. The Trader shall pay for any damage, including accidental damage caused.
	17. A Photographer may be on site at the event taking photos 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.
2. **Fire/Gas/Electricity/Water**
	1. All gas appliances must hold a gas certificate provided by a competent person who is gas safety registered. This must be provided 15 days prior to The Event.
	2. The Trader must supply a fire risk assessment for his/her mobile catering unit. Application will not be accepted without a complete risk assessment.
	3. All Gas Cylinders must be stored upright and secured away from any form of ignition or source of flame.
	4. All electrical equipment used within your stall must have portable appliance testing (PAT) certification from a qualified engineer and the equipment must be suitably marked.
	5. Only diesel generators are allowed on site.
	6. The Trader must provide appropriate Fire Extinguisher(s) that has been tested in the last 12 months.
	7. Mains water and mains electricity will not be provided on site.
	8. Water will be available for Food Vendors to access in the park’s public toilets.
3. **Prohibited Items**
	1. The Trader must use the pitch allocated for the purpose listed on the booking form.
	2. The Trader must not offer for sale alcohol in any form whatsoever.
	3. The Trader must not sell fur goods.
	4. Please note, The Trader must NOT sell the following: cakes, scones, tea, coffee or other hot beverages. These items will be sold by St Gemma’s Hospice, with all proceeds going towards the charity.
	5. The Trader must not advertise or in any way promote any other charity other than St Gemma’s Hospice.
4. **Health and Safety**
	1. The Trader must comply with any Health and Safety Procedures on site.
	2. The Trader must make him/herself aware of the Emergency Evacuation Procedures on site and must ensure his/her employees are also aware.
	3. The Trader if a Food Vendor must supply a health and safety risk assessment.
	4. The Licensee must ensure that all work practices comply with the Health and Safety at Work Act 1974. Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992 Control of Substances Harmful to Health Regulations Provision and Use of Work Equipment Regulations 1992 Personal Protective Equipment at Work Regulations And any other relevant legislation.
5. **Food Hygiene**
	1. Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995.
	2. Ensure that all working practices comply with the Food Safety (Temperature Control) Regulations 1995.
6. **Cancelations**

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.

1. **Non-compliance**
	1. The Event and their designated employees reserve the right to remove you from the festival site if you do not comply with the obligations as outlined within this document.
	2. You may not be permitted to operate your stall or outlet if you do not satisfy any visiting Environmental Health Officer, Police Officer, Trading Standards Officer or Fire Officer. The Event and their employees cannot accept any responsibility or liability if this situation occurs.
	3. You agree to abide by the above clauses of and indemnify the Event and their designated employees against any claim, loss or liability arising from a breach of the above clauses/regulations.

**Event Organiser
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