

**Codsall Christmas Fair Group**  
Terms and Conditions for Stallholders

## Introduction

This document confirms the responsibilities of both parties when booking a space for a stall, food outlet or ride at Codsall Christmas Fair

## Definitions

**"The Organisers"** means Codsall Christmas Fair Group and any other organisations or persons it employs specifically for the Event

**"Event Area"** means the area of Codsall as identified by the Event Area Map issued by the Organisers

**"Stall"** means any retail outlet, fairground ride or other entertainment, within, or adjacent to, the Event Area on the day of the Event

**"Ride"** means fairground-type ride, bouncy castle or other similar entertainment for children

**"Stall space"** means a space suitable to accommodate a standard stall or gazebo of 3.0 x 3.0 metres

**"Double Stall"** means a stall of 3.0 metres deep x 7.0 metres wide that would occupy the space of two adjacent stalls or gazebos

## Whereas:

The Organisers undertake to arrange and organise Codsall Christmas Fair in Codsall village and persons or organisations wishing to take part in the event as retailers of goods, services or entertainment, or to promote a business or a service, may do so at the Event subject to the following Terms and Conditions

### 1. Stall sizes:

A standard stall is 3.0 x 3.0 metres and double stalls 3.0 x 7.0 metres

### 2. Fees:

2.1 For bookings and payments received on or before 30 September - Single stalls: £30.00; Double stalls: £60.00.

For bookings and payments received after 30 September - Single stalls: £35.00; Double stalls: £70.00

Larger stalls may be accommodated at the discretion of the Organisers and subject to quotation and availability.

2.2 Food outlets and rides will pay a fee of 15% of the gross takings on the day

2.3 Bookings may be accepted after 15 November, subject to availability of space, and at the discretion of The Organisers. No bookings will be accepted after 15 November

2.4 If bookings are subsequently cancelled after payment has been made, no refunds will be made

### 3. Bookings:

Bookings can be made:

- by phone to Megan Barrow (07702 310939)
- using the email link on the website [info@codsallchristmasfair.co.uk](mailto:info@codsallchristmasfair.co.uk)

At the time of booking, Stallholders must provide full contact details so that the Organisers can contact you with information about the event.

You must provide:

- Contact name
- Name of the organisation you represent
- Postal address and postcode
- Contact phone number
- Email address
- Nature of your business / products to be offered

### 4. Payment for stalls:

4.1 **A booking is not confirmed until payment has been received in full** (other than hot food providers or rides)

4.2 Retailers of hot food or rides should seek to make payment on the night of the event or otherwise not later than 14 days after the event

4.3 Cheques should be made payable to Codsall Christmas Fair Group

4.4 Payments can be made either personally at Codsall Parish Council office in Station Road, Codsall or by post to Megan Barrow, Codsall Christmas Fair Group c/o Codsall Parish Council, Station Road, Codsall, WV8 1BY. Codsall Parish Council office hours are 10.00 to 12.00, Monday to Friday.

### 5. At the start of The Event, the Stallholder must:

5.1 Arrive at the Event Area within the time period allotted by the Organisers

5.2 Occupy only the space allocated according to the Event Area Stall Plan or as directed by a marshal

5.3 Provide and erect his own stall or ride, together with products to be sold or promoted, within the time period allowed and be open for business at the time indicated by the Organisers

### 6. During the event, the Stallholder must

6.1 Act in a responsible manner with due care to visitors and other stallholders and with particular attention to the many young children that will be present

6.2 If the stall provides hot food, the stall operator should have a litter bin or other waste collection facility adjacent to their stall

### 7. At the end of the event, the Stallholder must:

7.1 Remove his stall and goods from the Event Area within the time allotted by the Organisers and at the very latest by 9.30pm

7.2 Follow instructions from marshals for vehicle access to and from the Event Area

7.3 Collect any waste or debris that may have accumulate around your stall and either put it in a waste bin or a refuse sack provided or take it away with you

7.4 Leave the Event Area as quickly as possible and as directed by the marshals

### 8. Insurance / Health & Safety

8.1 The Stallholder must provide documentary evidence that he/she has:

8.1.1 Suitable Third Party Liability Insurance of at least £5 million

8.1.2 All necessary safety certificates for his equipment (for example, MOT on rides, safety certificate for gas supply equipment, etc.)

8.2 The Organisers reserve the right to cancel the event if it felt that weather or other conditions are such that they are unsuitable for the event to take place