



Cottingham Day Booking Form – 1 December 2024
10.30am – 4.30pm

Stallholder Lead Name	
Business Name	
Address	
Landline Number	
Mobile Number	
Email Address	
Vehicle Reg. Number	

	Stall Cost
Civic Hall Table (6' basic table)	£37

Product Details: Please circle what you will be selling.

Art & Crafts	Cold Food for Event Consumption
Home	Food for Home Consumption
Garden	Alcohol for Home Consumption
Pets	Soft Drinks for Home Consumption
Clothing & Accessories	Charity
Confectionary	Other

Detailed description of items to be sold:

Please ensure you have enclosed the following documents:

	Certificate Expiry
Public Liability Insurance	
Risk Assessment	
Food Hygiene Rating Certificate	
Food Hygiene Certificate for staff	
Signed Terms and Conditions	

Please return this completed booking form and supporting documents to:

deputyclerk@cottinghamparishcouncil.gov.uk

Signed: _____

Date: _____

Cottingham Parish Council Event Terms and Conditions

Stallholders **must** read the following Terms and Conditions before completing their application. In completing the application form, stallholders agree to indemnify Cottingham Parish Council and the Events Team against any claims, payments, costs or losses, resulting from any failure to comply with these Terms and Conditions or otherwise. A copy of these Terms and Conditions should be kept for future reference and guidance.

Your booking will not be confirmed unless the following documents are included with your booking form:

- **Public Liability Insurance**
 - £5m minimum cover for Stalls and Food units
 - £1m minimum cover for Civic Hall bookings
 - £10m minimum cover for Fairground Rides
- **Risk Assessment** – You must submit a risk assessment which should include details of all equipment and produce to be brought to the event. Any equipment not detailed in the risk assessment or deemed unsafe by Cottingham Events Team, their contractors, or emergency services must be removed immediately from the event site.
- **PAT Certificate** – A certificate covering all electrical items that will be brought to the event (and therefore listed in the Risk Assessment). Receipts must be used as proof of new electrical items (less than 12 months old). Stallholders will NOT be allowed to use any untested equipment at the event.
- **Gas Safety Certificate** – A certificate for all LPG Cooking/Heating/Gas Equipment covering the event date. The testing/certificate must have been carried out by a gas installer listed on the Gas Safe Register.
- **Food Hygiene Certificates** - Proof of the stallholders latest Food Hygiene Rating by their local authority (minimum 4 star) and any other relevant Food Hygiene Certificates to cover the staff working at the event. These must be displayed at the event.

POLICES AND CERTIFICATES DUE FOR RENEWAL AFTER SUBMISSION OF YOUR BOOKING FORM MUST BE RECEIVED BY THE PARISH OFFICE UPON RENEWAL OR YOUR BOOKING WILL BE CANCELLED AND NO REFUND GIVEN.

Stall Selection

With your stall application form, you must provide comprehensive details of all the products you wish to sell. All applications will then be considered, to ensure a varied mix of stalls and food choice. Both repeat and new stallholders will be considered equally. The decision of the Cottingham Events Team is final, and we reserve the right to refuse an application without stating the reasons behind the decision.

Charities & Discounts

Unfortunately, we are unable to discount stalls for charities or not-for-profit organisations.

How we use your information

The information you have provided on this form will be used to support arrangements for the Cottingham Event. Your information may be stored in both manual and electronic formats and will be held to facilitate the services provided, and to assist with record keeping and facilitate on-going communication. The information you provide will not be shared with third parties without your prior permission.

We will use the details you have provided on this application form to contact you about the Cottingham Event and in relation to your application. Please note that we may need to contact you at short notice before, during and after events in case of emergencies, changes in schedule or cancellations

General Terms

- **All applications that are accepted (see selection criteria for details) must pay for their stall WITHIN 7 days.** Acceptance will be confirmed via an email. Failure to pay by the due date (unless notified otherwise) will be deemed as a cancellation of your application.
- On receipt of full payment, if a stallholder cancels their booking, the following cancellation policy will apply:
 - Cancellations made over 4 weeks prior to the event – 30% refund will be given
 - Cancellations made up to 4 weeks prior to the event – no refund will be given
- Payment must be made by Bank Transfer.
- Any changes to a booking must be made in writing to Cottingham Parish Council.
- Failure to comply with our Terms and Conditions will result in the immediate closure of your stall. Any stallholder deemed not to meet these requirements will also forfeit any right to be considered at a Cottingham Event in subsequent years.
- The allocated position of your stall or unit is final and non-negotiable.
- Stalls must be staffed at all times during the event's 'opening hours'.
- Stallholders may only start to pack away their stalls after the time notified to them by the Cottingham Events Team.
- An outside stall (approx. 12ft x 4ft) includes the stall, table and roof cover. The stall does not include back or side covers. If you require the table to be removed, this **MUST** be noted on your booking form. You must **NOT** remove the table yourself. No additional fixtures/products may be attached or displayed which extend beyond the dimensions of the stall unless agreed with Cottingham Parish Council prior to the day.
- Stallholders are not permitted to privately re-sell their pitch. Any changes must be made, in writing, to Cottingham Parish Council, and may be subject to an administration fee.
- We reserve the right to close any stall down, or withdraw products for sale, that are not listed on the application form. In the event of a stall being shut down due to failure to comply with these Terms and Conditions, no refund will be given. The stallholder application must be accompanied by an accurate description of products.
- The Cottingham Events Team cannot accept liability for any damage to, or loss of, any items however caused.
- Stallholders are not permitted to sell raffle or lottery tickets, or any similar 'gambling' items.
- All products and any vehicles brought to the event are at the sole risk of the stallholder.
- The stallholder is responsible for the safety of all items sold and/or held at the stall.
- The Cottingham Events Team reserves the right to refuse any stallholder entry to the event. Their decision is final.
- The Cottingham Events Team reserves the right to make any alteration to the event and its layout as deemed necessary.
- All stallholders and their staff must comply with directions and instructions issued, both prior and during the event.
- We may take photos for publicity. Please let us know if you do not want us to.
- All stallholders are accepted on the understanding that they operate solely at their own risk.
- Cottingham Parish Council reserves the right to cancel the event, due to unforeseen circumstances, at any time before the event, in which case all payments received will be refunded in full.
- Stallholders must operate in an honest, civil and business-like manner without causing nuisance, obstruction or interference with the general public or any other stallholder. Stallholders must comply with instructions given by the Cottingham Events Team and the emergency services.
- All accidents, disputes, thefts, disorderly conduct, security/safeguarding issues, lost items or damage shall be reported to Cottingham Events Team immediately.
- Smoking is not permitted in the vicinity of the stalls, generators or First Aid Point.
- Stalls selling alcohol must have a Temporary Event Notice for the event. We will inform you of your stall/unit location so this can be applied for. You will need to know which zone you are located in before you make your application. The TEN can be applied for online at www.eastriding.gov.uk or contact the East Riding of Yorkshire Council Licensing Department on 01482 396297, and must be displayed on your stall, at all times.
- All sales of alcohol by stallholders must be made in accordance with Challenge 25 guidelines.
- Food and drink must not be served in glass containers of any kind.
- No vehicles are allowed in the events area prior to your allocated arrival time. Once granted access, all vehicles must be removed by the specified time. Each stallholder is permitted one vehicle per stall in the festival area during these times, unless previously agreed.
- Entrance and exit routes will be sent to all accepted stallholders before the event. Stallholders must stick to these routes when driving and follow any instructions from event staff/security.
- Access routes for emergency vehicles must be kept clear at all times.
- All litter must be disposed of responsibly, either taken away by you, or in the bins provided.

Equipment (Electrical, Power, Gas, Cooking & Heating)

- Stallholders are NOT permitted to bring a generator on to the site.
- Stallholders must bring a PAT tested 16amp to 13amp adaptor as this will not be supplied.
- All stalls and units will be able to request power on their application form. Stallholders must detail how many feeds they require and what electrical items they will be bringing (as part of the Application Form & Risk Assessment).
- Stallholders must not use any frayed or damaged electrical cabling.
- Any propane or butane (LPG) equipment must be in a safe condition and positioned and used in a safe manner. Stalls must have appropriate, in-date, safety equipment (e.g. fire blankets, H2O, CO2 and foam fire extinguishers), plus a competent person to use the equipment.
- All gas bottles must be placed in a safe and secure position at least one metre from openings into adjacent vehicles and external sources of ignition. It is the stallholders' responsibility to provide the necessary safety equipment including fire extinguishers, cages and locks for the bottles.
- Any equipment used for cooking/heating must be placed in a position which is not accessible by the public, particularly children. It must also be placed on a stable surface, in a position which does not present a risk of injury to stallholders, their staff, or members of the public.
- Stallholders must keep their stall site and immediate vicinity clear of anything that may be a trip hazard and/or obstruct pedestrians, staff, contractors or vehicles. Any cables must be taped down.
- Stallholders must ensure that any cleaning equipment or chemicals are stored securely and out of public reach.
- Stallholders must ensure that their stalls are free of anything that may cause injury to the public.
- A Fire Marshal may perform visual inspections of the event site. We reserve the right to close any stall if they do not meet the safety requirements or these Terms and Conditions. In the event of a stall being shut down due to failure to comply with any of these Terms and Conditions, no refund will be given.

- Cottingham Parish Council has the right to remove the power from any stall if our electrician/event team believe that your appliances are unfit for use or likely to damage our electric supply. Your payment will not be refunded.

Legal

- The operation of any food business/stall must comply with the Food Safety Act 1990 and/or other relevant Regulations, and the Health & Safety at Work Act 1974 and associated regulations. Please note, there will be spot-checks at the event.
- Each individual stallholder will need to apply for and hold any necessary event licenses in accordance with the Licensing Act 2003 and have them available for inspection on the stall on the day of the event.
- Nothing contained in these Terms and Conditions is to be taken to relieve or excuse the trader, his/her assistants, employees and agents from any existing legal duty.
- Stallholders must comply with all statutory and other legal requirements, both civil and criminal, including notices, orders, restrictions, directions, conditions and bye-laws, in particular those relating to illegal working.
- All stallholders shall indemnify Cottingham Parish Council and the Events Team against all liabilities, actions, costs, claims and compensation for injury, loss or damage to any person or property arising as a result of their trading at this event or any act, omission or negligence of the stallholder, their employees, agents or any other person under their direction.
- In the event of any abandonment, postponement or limitation of the event or the need to relocate a stall position, or of any of the services provided resulting from unforeseen circumstances beyond our control, or by an intervention from an outside authority or found necessary by Cottingham Parish Council and the Events Team, stallholders shall have no claim in respect of any resulting loss or damages under these conditions.

I confirm that I have read and understood the above Terms and Conditions.

Stall Name	
Stallholder Name	
Signed	