

# Kingsbridge Celebrates Christmas

## Saturday 7th December 2024

Contact Name	
Company Name	
Company Address <i>A 20% discount will be applied for all businesses based in the South Hams</i>	
Telephone	
E-mail	
Website	
Stall Size	<input type="checkbox"/> 3 x 3 metres    £100 (with discount £80) <input type="checkbox"/> 3 x 6 metres    £180 (with discount £144) Will you be selling hot food or drinks for consumption at the event?                      YES / NO <input type="checkbox"/> I understand that there is an £80 additional charge for hot food / drink stalls
Electricity	There is NO electricity at the event - will you be using a generator?                      YES / NO
Checklist	<input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Risk Assessment <input type="checkbox"/> TENS Notice* <input type="checkbox"/> Food Hygiene Certificate <input type="checkbox"/> Photograph of Stall
Description of Goods <i>For use in publicity &amp; for selection</i>	

All paperwork should be completed and sent to [info@kingsbridgecelebrateschristmas.com](mailto:info@kingsbridgecelebrateschristmas.com) or Kingsbridge Celebrates Christmas, c/o 8 Dodbrooke Court, Rack Park Road, Kingsbridge TQ7 1DS

- ✓ Confirmation will be sent within 14 days of your application being received
- ✓ Payment will be due by 31<sup>st</sup> October and invoices will be available on request
- ✓ BACS payment should be made to **Kingsbridge Celebrates Christmas / 20-68-10 / 33896773**
- ✓ By submitting this form you agree to the terms and conditions listed below

For further information please contact **Samantha Dennis - 07720 863626**

# Terms & Conditions

- Bookings will not be finalised without a food hygiene certificate and/or license to sell alcohol where applicable, proof of public liability insurance and a completed risk assessment
- Vendors will be required to bring their own stalls, tables and chairs including shelter and lighting
- All vendors must leave pitches clean and tidy and remove waste. It is preferred that where possible all food containers, packaging, plates and cutlery etc. should be constructed of compostable materials such as paper and wood and that drinks containers should be recyclable.
- Vehicles are not permitted to be parked by stalls, and traders are responsible for any parking charges. There will be no vehicle movement on site half an hour before the market opens for trading in the morning and for up to half an hour after the market has ceased trading in the evening. Once the market has opened for the day's trading there can be no vehicle movement in the site.
- We cannot guarantee your preferred location but will do our best to accommodate where a pitch request has been made. Please note that we reserve the right to direct you to occupy another pitch
- In signing the terms and conditions, stallholders shall indemnify Kingsbridge Celebrates Christmas and all event staff from and against actions, costs, losses (including legal fees), claims or demands in respect of any accident, damage, death or injury to any person or property arising directly or indirectly from the stallholder's use of their pitch.
- To the maximum extent permitted in law, you agree that Kingsbridge Celebrates Christmas are not responsible for any financial losses, or for any loss or damage to your equipment, goods or personal belongings and for any personal injury to you or any part or person connected with you.
- Stallholders shall co-operate and comply with all reasonable requests and all other rules and regulations that may be advised from time to time by the event organisers and their nominated representative, emergency services and all other official organisation operating on site.
- The event organisers reserve the right to delay, cancel, shorten or terminate Kingsbridge Celebrates Christmas without notice in the event of adverse weather conditions, emergency situations or for any other reason beyond reasonable control. Stallholders will be informed in writing by email of any such decision or verbally if on site in the event of an incident.
- The stallholder gives permission for exhibitor contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Kingsbridge Celebrates Christmas. It will not be used by any third party without prior consent. The stallholder gives permission for stallholder contact details to be published on our website and released to any person complaining about any service or products supplied by the stallholder.
- No refunds or compensation of any sort will be paid to stallholders who fail to attend Kingsbridge Celebrates Christmas or where we have exercised the right to delay, cancel, shorten or terminate the event. After Friday 22nd November 2024, no money will be refunded in the event of a cancellation.

I accept the above terms and conditions: YES / NO

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Risk Assessment for Kingsbridge Celebrates Christmas

Company Name

Contact Name

Assessment undertaken by

on

Signature

## STEP 1

*List significant hazards here:*

## STEP 2

*List groups of people who are at risk from the significant hazards you have identified:*

## STEP 3

*List existing control measures or note where the information may be found. List risks which are not adequately controlled and the action needed:*