



## **Stotfold Town Council – Terms and Conditions**

Applies to: Stotfest, Screen on the Green, and Christmas Lights Events

Effective: January 2025

### **1. Trader Registration**

1.1 – Traders must be registered and submit all required documents at the time of booking. Pitches are allocated on a first-come, first-served basis.

1.2 – Pitch allocation is managed by the Stotfold Town Council Community Engagement team. The pitch must be used only for the purpose listed in the booking form.

1.3 – It is the trader's responsibility to comply with employment laws and provide proof of eligibility to work upon request.

1.4 – A pitch is not confirmed until payment and all required documents are received.

1.5 – No contract exists between the trader and Stotfold Town Council until payment is made in full and documents are supplied.

### **2. Stall Pitch and Space**

2.1 – Traders must ensure their equipment is safe and secure.

2.2 – Gazebos must be in good condition and weighted securely.

2.3 – Traders are responsible for adhering to any government health and safety guidelines (e.g. Covid-19).

2.4 – Traders may only use their allocated space.

2.5 – Only pre-approved goods listed in the booking form may be sold. Any changes must be requested in writing.

2.6 – Food traders must provide Food Hygiene Certificates and allergen information or disclaimers.

2.7 – Alcohol sales are prohibited unless special permission is granted and a TENs would be a compulsory requirement to trade.

### **3. Reserved Rights of Stotfold Town Council**

3.1 – The Community Engagement Team may request removal of items not listed in the booking documentation.

3.2 – The Community Engagement Team reserves the right to refuse admission.

3.3 – Appeals must be submitted in writing to the Town Clerk within 28 days of the decision.

3.4 – Stotfold Town Council accepts no responsibility for traders' valuables.

3.5 – While efforts will be made to avoid duplicate products, exclusivity is not guaranteed.

### **4. Conduct**

4.1 – Traders are responsible for the conduct of themselves and their staff.

4.2 – Professional behaviour is expected at all times.

4.3 – Traders must comply with all applicable laws.

4.4 – Traders must dispose of their own rubbish and maintain cleanliness around their pitch.

4.5 – All traders and their staff are subject to these Terms and Conditions.

4.6 – Offensive items (e.g., sexist or racist content) are strictly prohibited.

4.7 – Traders must comply with equal opportunity legislation and avoid discrimination of any kind.

### **5. Damage**

5.1 – Traders are liable for any damage caused by them or their representatives, excluding normal wear and tear.

### **6. Trader Vehicles**

6.1 – Vehicles must be road legal.

6.2 – Vehicles must not be moved during the event.

6.3 – Emergency access must be maintained at all times.

### **7. Public Liability Insurance**

7.1 – All traders must hold a minimum of £5 million public liability insurance and submit proof at booking.

7.2 – Insurance must cover goods, fixtures, fittings, and any staff.

7.3 – Stotfold Town Council reserves the right to recover costs resulting from trader-related claims.

7.4 – By submitting a booking, traders agree to indemnify the Council for any losses, claims, or legal actions arising from accidents, injury, or damage.

## **8. Cancellation by the Trader**

8.1 – Cancellations more than two weeks in advance may be refunded if the pitch is resold.

8.2 – Bookings without full payment and documents within 14 days of the event may be cancelled at the Council's discretion.

## **9. Event Cancellation by Stotfold Town Council**

9.1 – Traders will be notified as early as possible in the event of cancellation.

9.2 – Traders will receive a refund or credit toward a future event.

9.3 – No compensation will be provided for loss of income.

9.4 – Weather-related cancellations will follow MET Office warnings.

9.5 – Cancellations due to government restrictions will be communicated promptly.

9.6 – Final decisions on cancellations for health and safety reasons lie with the Community Engagement Team or their representative.

## **10. Marketing**

10.1 – Stotfold Town Council will support event marketing. Traders are encouraged to promote the event via social media using accurate and up-to-date information.

10.2 – Traders may display signage and distribute leaflets in good condition and securely attached to their stall.

10.3 – Social media will be used to promote the event.

## **11. Food Trucks and Vans**

11.1 – All food vendors must comply with the Food Safety Act 1990 and related regulations.

11.2 – Cooking units must be enclosed on three sides.

11.3 – A strict cleaning schedule must be followed.

11.4 – No glass or brittle containers are allowed for food service.

11.5 – Traders must display their food hygiene rating and inspection report.

11.6 – All food handlers must provide proof of hygiene certification.

11.7 – Vendors will be required to supply all Gas safe compliance certificates and or Electrical testing.

11.8 All Food Traders are required to have a relevant fire extinguisher.

## **12. Trading Hours and Setup/Breakdown**

Event-specific timings are as follows:

### **Stotfest:**

- Trading Hours: 11am – 5:00 PM (General Traders); Food Court open until 9:00 PM
- Setup: 8:00 AM – 10:00 AM (vehicles removed by 10:15 AM)
- Breakdown: General traders from 5:00 PM; food court breakdown after 9:00 PM

### **Screen on the Green:**

- Trading Hours: 12:00 PM – 9:00 PM
- Setup: 9:30 AM – 11:00 AM (vehicles removed by 11:30 AM)
- Breakdown: From 9:00 PM

### **Christmas Lights:**

- Trading Hours: 4:00 PM – 7:00 PM
- Setup: 2:00 PM – 3:30 PM (vehicles removed by 3:30 PM)
- Breakdown: From 7:00 PM

If you need to have access outside of the times stated please contact [Events@stotfoldtowncouncil.gov.uk](mailto:Events@stotfoldtowncouncil.gov.uk) before the event date.

Please note that parking near a pitch is not always possible and there may be a walk from a pitch to the location of your vehicle.