

EVENTS RUN BY CKPC

Agreed at the Full Council meeting on 30th November 2020

Minute: 155/20/21

TERMS AND CONDITIONS AND HEALTH AND SAFETY FOR HIRERS

RESERVATIONS AND PAYMENT

- Event plots will be booked on a first come first served basis and must be paid for when booking. These can be paid for by cheque payable to Charlton Kings Parish Council or by BACS (sort code: 30-91-87 account: 03493838) Once payment is received your space will be confirmed. **No reservation will be made until payment is received**
- Bookings will be confirmed by email

CANCELLATIONS/REFUNDS

- If the event is cancelled by the organiser/venue a refund will be given.
- If you have paid but cannot attend, it is your responsibility to find a suitable replacement for your plots or, unless there is a waiting list, you will forfeit your fee.

SPACE LAYOUT/ALLOCATION

- Layout will be determined by the organiser.
- Once the layout is set there will be no changes on the day.
- It may be possible to park **one small car** behind your plot – **please ensure you request this facility on the booking form**

SET UP AND PACK AWAY

- Please ensure that stalls are 'ready for trade' well before the start time
- Stall holders should not start to pack away before the published end of the event. If for an unexpected reason you need to leave or start packing away early please notify the organisers a.s.a.p. before the event date so we can place you in a location that will not disturb others.

INSURANCE

- Stall holders are responsible for their own public liability insurance a copy of which must be sent in advance via email or post to Charlton Kings Parish Council

OTHER NOTES

- The organisers are not responsible for any damage or loss to plot holders' goods.
- Please leave stall/ display area in the state that you found it and take any rubbish with you.
- Although the event will be widely advertised by the organiser we strongly recommend that plot holders / charity organisations also advertise their presence at the event.
- If you have any questions/problems please address them as soon as possible to the Parish Council's office before hand or to one of the identifiable organisers on the day.

HEALTH AND SAFETY

- Charlton Kings Parish Council, as the organisers of the event, has carried out a thorough risk assessment and put safety arrangements in place
- Fayre marshals will be on hand to guide you to your pre-arranged site
- It is the plot holders' responsibility to ensure that any equipment such as tables or tents/ gazebos are securely anchored and would not be affected by adverse weather or close proximity of the public
- The area around your plot must be kept clear of any hazards that might cause a member of the public to trip over
- On Grange Field electricity will only be available for the Public Announcement (PA) system and for the fairground
- For events on Grange Field all vehicles are to be kept clear of the emergency access area by the ATC hut
Providing sufficient space is available, one small car may be parked behind a plot **BUT** no vehicles will be allowed to move on the site when the event is in progress
- Vehicles may be parked in Church Piece car park or using on-street parking making sure they do not cause a hazard to other road users
- People handling and preparing food are required to take necessary hygiene precautions
- There will be a first aid station on site to treat any casualties. Should the weather be hot take all precautions to avoid sunburn or heatstroke.
- Toilets and baby changing facilities are available in the public toilets adjacent to the Parish Council office in Church Piece and in the Kings Hall
- Should an unexpected serious incident occur, you are to be alert to instructions that will be given over the PA system if the event is on Grange Field, or by marshalls if in Church Piece. and follow those instructions. However, if personal safety is immediately threatened Police advice is to Run, Hide, Tell.