



KINGSBRIDGE
CELEBRATES
CHRISTMAS

Saturday 2nd December 2017

Company Name	
Company Address	
Contact Name	
Telephone	
E-Mail	
Website	
Facebook / Twitter	
Stall Size	
Stall Requirements	
Description of Goods <i>50 words maximum to use in publicity & for selection purposes</i>	

The pitch fee is **£60** - please make cheques payable to "Kingsbridge Celebrates Christmas" or make payment by BACS to Sort Code 20-68-10 / Account Number 33896773 using your company name as reference.

Please send your completed application form, risk assessment, copy of public liability insurance, food hygiene certificate and/or license to sell alcohol (if applicable), plus cheque or confirmation of full payment to: Kingsbridge Celebrates Christmas, c/o Kingsbridge Information Centre, The Quay, Kingsbridge, TQ7 1HS

Confirmation and receipt of payment will be sent within 10 days of your application being received

Samantha Dennis

T 01548 853 195

E info@kingsbridgecelebrateschristmas.com

W www.kingsbridgecelebrateschristmas.com

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:

Terms & Conditions

- Shop entrances must remain accessible at all times and we request that all backs on gazebos are removed to ensure full visibility is given to the shop windows of existing businesses
- 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 biodegradable 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.
- After Friday 18th November, no money will be refunded in the event of a cancellation
- 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

I accept the above terms and conditions: YES / NO

Signature: _____ Name: _____ Date: _____