

## **TERMS AND CONDITIONS – Christmas Market**

1. Each gazebo is 3m x 3m in size. **All stallholders must provide their own tables for use within the gazebo.** Tables/Goods are not to exceed the perimeter of the gazebo.
2. Gazebo's are erected and dismantled by Herefordshire Council Markets staff. Internal gazebo set-up is responsibility of stallholder but must meet all terms and conditions stated.
3. Allocation of gazebos will be made by Herefordshire Council before the event and in such a way that balances the overall look of the market, goods for sale and to meet electrical requirements.
4. Stallholders will be informed of the gazebo they have been allocated on arrival to site. There will be no access before 7:30am on the day. Please unload your vehicle and remove from site by 9:30am at the latest. Setting up of the gazebo must be completed as early as possible and as close to start of trading as possible (9:30am).
5. Access onto High Town/Commercial Street is via St Peters Street (gates are unlocked from 7:30am to 10:30am and then unlocked for entry again at 4:00pm). Exit is end of Commercial Street (by the Kerry Arms public house). This is a one-way system used by all vehicles accessing the pedestrian area and must be adhered to meet Health and Safety requirements. **SAT NAV HR1 2PG**
6. Stallholder vehicles moving on and off High Town/Commercial Street must use hazard warning lights at all times and drivers must be aware at all times of pedestrian movement. Vehicles must not exceed 5mph within the pedestrian area.
7. The market officers must be obeyed at all times and will be wearing a high-vis jacket during their duties.
8. Stallholders must trade until advertised closing time of the market. Vehicles are not permitted to return to gazebo until the gates open at 4:00pm.
9. Gazebo price is exclusive of electricity. Stallholders requesting and paying for an electricity supply need to bring **all** electrical appliances needed to run their own gazebo, **including lighting** and should also bring an extension lead of at least 10 metres.
10. All electrical appliances used by stallholders must display a current PAT certificate/stamp/label. The supply provided by Herefordshire Council is rated at 240 volt. **Please note the connections will be round body, round pin and 16 amp.** These types are commonly referred to as 'caravan' connectors as they are primarily for use in external environments. Please ensure your equipment is capable of connecting to these specifications. Adaptors are available from retail outlets at reasonable prices. No electrical trailing cables on the floor are permitted in areas accessible to the public. Appropriate cable covers must be used.
11. Devices such as kettles or heaters are not permitted on any Markets operated by Herefordshire Council.
12. Herefordshire Council has the right to cancel the market either temporarily or permanently at any time. If the Market is cancelled on any particular day due to unforeseen circumstances the Council reserve the right to decide the amount to be refunded to the stallholder accordingly after taking costs into account.
13. Cancellation by stallholder - 50% refund provided that notification of cancellation was received in writing/email at least 1 week before the date of Market. Phone cancellations will not be permitted.
14. The stallholder must remove all rubbish/litter/packaging at the end of the trading day and dispose of appropriately. There are no arrangements made by the Council in respect of refuse collection. **Council/Public litterbins are not to be used.**

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**TERMS AND CONDITIONS (continued)**

15. No items to be sold by stallholders that would require the public to collect and remove from site by vehicle, delivery of such must be made by stallholders after the Market.
16. Stallholders must display details of their business name including a method of contact (either a phone number or address).
17. No one under the age of 18 may be left in charge of a gazebo. Stallholders may not bring pets onto the market.
18. No music or audible device to be used unless with the express written permission of an authorised Council representative of the Markets Department.
19. Any stallholder exhibiting items other than those shown on the booking form will be asked to remove them from the stand so that no annoyance is caused to the other exhibitors. It is therefore very important that care be taken when completing the application form.
20. No damage or marking of the paviers should arise from the activities of a stallholder. This is particularly relevant to Hereford with vehicles associated with the market regarding oil/chemical spillage.
21. The stallholder shall make such provisions as necessary to prevent the deposit on any street of solid or liquid refuse and no discharge shall be made into any surface water drains.
22. All stallholders vending hot food must display the following within their gazebo or unit:-
  - Food hygiene certificates (individual) as applicable
  - Price List if items are not priced individually; including a unit price, weight mark and compliance with the Food Safety Act 1990 where applicable.
23. Stallholders shall not carry on trading in such a manner as to cause any nuisance, danger, annoyance or inconvenience to the users of the street.
24. Stallholders shall in no circumstances hold themselves as being the servant or agent of the Council whether orally or in writing.
25. Stallholders shall not hold themselves out as having the power to make, vary, discharge or waive any bylaw or regulation of any kind.
26. All stallholders must have Public Liability Insurance for at least £5 million. Stallholders may be requested to show proof of such on the day.
27. Production and compliance with Risk Assessments are the responsibility of the individual stallholders if appropriate.
28. Any stallholders wishing to sell alcohol or give tasters should contact Markets and Fairs in the first instance on 01432 261934.

**If serving alcohol displayed signage should state 'No alcohol will be served to under 18's and that proof of age may be requested'. All personnel selling alcoholic drinks must have a Personal Licence.**

Free tasters not to exceed 3.5 fl oz (or 10cl). Sale of 'hot' drinks containing alcohol not to exceed 8.5 fl oz (or 25cl). **All other sales/offers are to be for 'off' premise consumption only.**