

BOOKING CONDITIONS

- 1 **Patchway Town Council** accepts no responsibility or liability in respect of any damage, loss or theft of private property brought into or left on the hired premises.
- 2 **Motor vehicles** etc. must not be parked so as to obstruct exit ways or cause inconvenience to local residents.
- 3 **PTC** shall not be liable to any loss due to the weather, any breakdown of machinery, failure of electricity supply, leakage of water or fire which may cause the premises to be temporarily closed and the booking interrupted or cancelled.
- 4 **PTC** have the right to terminate any activity if there are any concerns regarding the activity.
- 5 **No bookings** can be made by persons less than 21 years of age. In the event of this happening, the parents, guardians or responsible relative must sign the booking form and will be required to be present for the duration of the function and will be the responsible hirer.
- 6 **The hirer** of the stall is responsible for obtaining the license(s) and insurance(s) appropriate to the stall use/activity. Any licenses and insurance certificate must be shown to **PTC** prior to the hire period.
- 7 **Payment** for the hire of the stall must be made in full prior to the event.
- 8 **Receipt** of your **booking enquiry** does not constitute acceptance of a booking. **Invoices and permits** will be issued to all organisations at the same time and stalls allocated on a first come first served basis of completed forms and payment (if applicable). The decision of **PTC** is final.
- 9 **Use of additional** electrical equipment should be notified to **PTC** in writing, in advance of the Festival. All equipment brought onto the Festival site should comply with ALL current Health & Safety and Electricity at Work Regulations.
- 10 **The hirer** may be responsible for any Insurance Excess payable by the PTC in the event of any Insurance Claim having to be made by the BSTC following damage caused by the hirer or any people or activities associated with them.

COMMUNITY FESTIVAL REGULATIONS

- 1 **Applications** for a site at the Festival shall be made on the online Booking Form. **No other form** of application will be accepted.
- 2 **All relevant sections** of the Reservation Form must be completed.
- 3 **Compliance** - All applicants shall comply with these regulations.
- 4 **No vehicle movement** is allowed within the designated area between **09:30am and 2:30pm** until it is safe for vehicles to move. Vehicles entering or leaving must have full regard for the conditions. No damage is to occur.
- 5 All **Charities** must display details of their Charity and **registration number**.
- 6 **Third party insurance** All traders must supply a copy of their insurance cover to **PTC**.
- 7 **Generators**, air compressor or other similar mechanical/electrical equipment must be **suitably fenced** for safety. Fuels shall be safely stored (at least 1m) away from the equipment. Suitable fire extinguishing equipment is to be immediately available and to hand when such equipment is provided.
- 8 **No auctions** or mock auctions will be allowed.
- 9 **Livestock**: No goldfish, birds or animals may be sold or given as prizes.
- 10 **No loudspeakers** may be used by any other stallholder or persons attending the Fair.
- 11 **Entry Permit and site number** will be forwarded to you, by the event organisers, prior to the Festival if both remittance and booking form have been received. **Failure to present your entry permits** when attending the Festival may result in **entry being refused**.
- 12 **Stewards** will direct you to your site and to an area for vehicle parking.
- 13 **Rubbish**:- Stallholders are to provide litter bins for their stalls and shall be responsible for the removal of their own rubbish before vacating the site.
- 14 **Liability**-The organisers and its representatives, will **not accept liability** for loss of earnings or any other losses as a result of the event being curtailed, cancelled or affected by the weather.
- 15 **Rights**. Attendance at this Festival confers no rights, privileges or concessions upon attendees for this or any subsequent event. The organisers shall at this and all subsequent events have the absolute right to select who may attend and also to change the foregoing regulations as they may determine from **time to time**. No recompense will be made to any trader or stall holder should such action occur. **The organisers' decision shall be final**.