



## CHRISTMAS IN CREDITON, LIGHT SWITCH-ON EVENT 2024 TOWN SQUARE EVENT LICENCE CONDITIONS

### Conditions to be met by Traders

#### 1. Registration

All traders must complete an 'Application for Licence To Use Stall(s) for Sale of Goods on Credition Town Square' form, before commencing to trade on the Square and any subsequent changes to the details/information provided must be notified to Credition Town Council in writing.

#### 2. Necessary Documentation

All Traders are required to have, and provide a copy of, the following:

- a minimum of £5,000,000 Public Liability Insurance.
- Risk Assessment for stall & operations

#### 3. Services

If an electric source is required, please ensure that this is requested in the booking form at the time of booking. Without prior notice or if the incorrect information is provided, power maybe not be available. Please note that there is **NO** water supply.

#### 4. Trading Times

Stalls must be operated and open for business by 1pm on Saturday, 30<sup>th</sup> November 2024. Traders must vacate Parliament Street / the Town Square after 6pm. In the event of emergencies or severe weather conditions the Overall Event Manager may at their discretion amend the trading times and the erection of the stalls.

#### 5. Range of Goods

Traders must specify the range of goods they wish to sell prior to commencing trading. The Council have the right to refuse to allow a trader to trade if the goods to be sold are not in the best interests of the event.

#### 6. Stall Charges

Pitches are 3m and cost £25 (plus £20 electric supplement). All pitches are on Parliament Street and the Town Square, which is closed to vehicles for the duration of the event. This charge must be paid prior to the event on Saturday, 30<sup>th</sup> November 2024 and is non-refundable.

#### 7. Attendance

Traders must notify the Overall Event Manager of non-attendance no later than 10.00 am on Saturday, 30<sup>th</sup> November 2024. In the event of an unavoidable delay due to illness, breakdown or other reasonable cause, the Overall Event Manager may reserve the stall at their discretion upon being notified in advance of the estimated attendance time and the reason for the delay.

#### 8. Un-notified absence

Any trader absent from the event (with the exception of urgent reasons) without notifying either the Overall Event Manager or Credition Town Council will not receive a refund of the stall charge.

#### 9. Cleaning



Every trader is responsible for clearing the rubbish on and around their pitch. Failure to comply will result in a clearance charge being levied.

**10. Compliance**

All traders must comply fully with all the rules, regulations and legislation in force at the time and with all Terms and Conditions of any licence agreement when attending the event, they must also comply with all requests of the Overall Event Manager.

**11. Disputes & Grievances**

Any dispute or grievance should be taken up with the Overall Event Manager.

**14. Termination of Licence**

The Licensor reserves the right to immediately terminate (by giving written notice to the Licensee) the right to trade of any stallholder if the event is cancelled.

**Conditions to be met by the Council**

**1. Stalls**

The Council undertakes to have the road closed in time for set up by traders.

**2. Adverse Weather**

- a) Should there be Adverse Weather Conditions and what constitutes Adverse Weather Conditions is at the discretion of the Overall Event Manager and the Council, the Council reserve the right to cancel the event in its entirety or not to erect the stalls and to operate trading pitches from permitted vehicles only. What constitutes "permitted vehicles" will be at the discretion of the Overall Event Manager and the Council. Each trader will be notified as early as possible by the Overall Event Manager.
- b) The decision of the Overall Event Manager and the Council will be final if the event is cancelled, in its entirety or if it is just trading pitches from permitted vehicles under the Conditions set out in point 2 a) above and if a Licensee continues to operate in those circumstances, they do so at their own risk, and become responsible for any damage or injury caused to any person or property; and
- c) Any Licensee who breaches this Condition when the event is closed in its entirety will be held to be in breach of their Licence and can have their Licence immediately terminated.