

BOLDMERE FUTURES PARTNERSHIP BOLDMERE CHRISTMAS FESTIVAL 2019

Payment Information

Payment by BACS: (**NOTE: new bank account details**)

Sort Code: **01 09 31**

Account No: **59506156**

Account name: Boldmere Futures Partnership

Ref: CF2019/enter business name

In exceptional circumstances, cheques made payable to:
Boldmere Futures Partnership.

Please send cheques to:

C/o Sportology, 144 Boldmere Road, Sutton Coldfield, B73 5UD

Terms and Conditions

1. Finance

1.1 Full payment for stalls must be received within 7 days of us confirming your space. Your space is not reserved until payment is received and cleared.

1.2 Upon receipt of your completed booking form and acceptance of these terms and conditions and cleared payment, we will confirm your booking.

1.3 In the event of a stall holder cancellation, we will only offer a refund if the stall can be re-sold to another trader or we are given a minimum of 21 days' notice.

1.4 Payments are non-refundable under any circumstances once the event commences.

1.5 The Boldmere Futures Partnership reserves the right to cancel the event at any time. In the unlikely event is cancelled prior to the start time because of significant health & safety issues or severe weather, stall holders will receive a 50% refund of the stall fee.

1.6 We reserve the right to refuse space without prejudice.

2. Stalls / Gazebos

2.1 Stalls / gazebos have no electricity or lights and chairs are not provided. Portable heaters are not permitted.

2.2 Stalls / gazebos will be laid out in position and must not be moved.

2.3 Stall allocation will be notified on the day of the event and is subject to change right up to the start time of the event.

2.4 Set up time: 11.30am – 12:45pm (Summer) 12:30 – 13:45 (Christmas). Please do not arrive earlier unless you have agreed with us to have extra time for setup.

2.5 Trading times are from 1pm (Summer) 2pm (Christmas) to 7pm. Please continue to trade until 7pm.

2.6 The road will be closed from 11am (Summer) 12pm (Christmas) to 9pm. If you leave during this period, please ensure that you have parked any vehicles outside of the road closure area so that you can leave.

2.7 Vehicular access will be restricted solely for the purpose of setting up for the event between 11:30am (Summer) 12:30pm (Christmas) and 1:30pm. All vehicles must be removed from the controlled area by 12:30pm (Summer) 1:30pm (Christmas). The speed limit is 5mph.

2.8 Parking for stall holders will be available at the rear of Age Concern or at PML Group near St Michael's Road during the event.

2.9 Vehicular access will be restricted solely for the purpose of setting down the event from 7:30pm, or earlier if it is deemed safe to allow vehicular access. The speed limit is 5mph.

2.10 Stall holders are **NOT** permitted to sell toy or replica guns or glow in the dark style toys or run tombolas or paid for raffles. One resident trader on the street has exclusive rights to sell glow in the dark style toys. Resident charity shops on the street may run tombolas but we encourage them not to do this.

3. Regulatory

3.1 The health and safety of stall holders and their customers are the responsibility of the stall holder. Stall holders must have current public liability insurance and must provide a copy to the event organisers to pitches@boldmere.org

3.2 Stall holders are responsible for their own stock and fittings, including insurance.

3.3 The event organisers are not responsible for anything lost, stolen or broken.

3.4 Stall holders are responsible for keeping their stall area free from litter throughout the event and for removing all items and rubbish from their area prior to departure. Failure to do so may result in a fine from Birmingham City Council and offending stall holders will be asked to leave the event and will not be invited to attend future Boldmere events.

3.4 Stall holders must take their personal rubbish and packaging away with them. Do **NOT** use the bins provided for the event which are for use by members of the public.

3.5 All goods sold must comply with UK regulations where applicable. A guidance booklet is supplied at www.boldmere.org/stalls and a letter from Birmingham City Council. Completion of the online booking form also confirms that you have received, read and understand the guidance booklet.

3.6 Stall holders are reminded that enforcement officers may attend the event and request proof of compliance with regulations. Failure to comply may result in the stall being closed.

3.7 Alcohol must only be supplied in line with a stall holder's licence and in biodegradable containers. If you sell alcohol, you must be licensed and have a Temporary Event Notice (TEN) issued by Birmingham City Council. It is the stall holder's responsibility to apply for a TEN with sufficient time.

3.8 Food must only be provided by businesses that are registered with an appropriate local authority as a food business. This includes selling 'home-made' cakes/foodstuffs and any food production that is not carried out in commercial food premises.

3.9 Street food retailers must be members of the Nationwide Caterers Association (NCASS) for mobile caterers and street food traders and will be permitted to trade unless production of evidence of registration with a local food authority, a food rating of no less than 4, food hygiene training for staff and a risk assessment. Street food retailers must also provide fire extinguishers and have hot water access for hand-washing and sanitizers.

3.10 Food stall holders must use biodegradable packaging for customers.

3.11 If you do not give permission for your products to be photographed, please display a NO PHOTOGRAPHY sign on your stall.

4. Safety and Security

4.1 Stall holders and staff or volunteers are requested to be vigilant at all times and report any suspicious behaviour to one of the events organisers or volunteers.

4.2 The named Stall holder is responsible for ensuring that any staff or volunteers are aware of the event regulations and evacuation procedures.

4.3 No privately owned gazebos are permitted on site without the consent of the event organiser and the gazebo must be flame retardant if there is an ignition source nearby (proof required).

4.4 Instructions from officials must be followed at all times. Abusive behaviour towards officials will not be tolerated and will result in ejection from the event.

5 Pre-Event Briefing

5.1 To ensure the smoothness of the event and to answer any queries, an event pre-briefing will be held on Monday 4th November at 6:30pm in the Community Room at The Harvester in Boldmere.

6. Checklist

6.1 Please use the following checklist to ensure you have received the required documentation.

Letter from Birmingham City Council Trading Standards	Y/N	
Information Booklet from Birmingham City Council	Y/N	

6.2 Please use the following checklist to ensure you have sent us the required documentation.

Online Booking Request Form Completed	Y/N	
Payment by BACS (or cheque in exceptional circumstances)	Y/N	
Certificate of Public Liability Insurance	Y/N	
Risk Assessment (food sellers, children's entertainment) sent	Y/N	

6.3 In addition to 6.2 above, food and beverage retailers, please use the following checklist to ensure you have sent us the required documentation.

TEN copy (alcohol sales only)	Y/N	
Local Authority Registration of Food Premises (food sellers only)	Y/N	
Copies of Food Hygiene Certificates or Training (food sellers only) sent	Y/N	
Proof of NCAS membership (food sellers) sent	Y/N	