



Booking form- Hospice in the Weald Christmas Market 2024

This year our Hospice in the Weald Christmas Market will be taking place on Saturday 23rd 10am-4pm and Sunday 24th November 2024 10am-2pm.

Our popular annual Christmas Market attracts around 2000 visitors who come to enjoy a wide range of stalls and attractions featuring independent stallholders selling high quality crafts, gifts and more.

This year our Market will be held outside within the Hospice grounds. Please note lighting, heating and electricity **will not** be provided as standard. If you require electricity, please note this on your booking form, the request will be considered and subject to approval, an additional charge of £25 will be payable.

Please complete and sign the form below and return it to us. We will contact all successful applicants by 20th July. Payment of any remaining balance will be required by 27th September to secure your pitch.

1. Your details

Name		Business name	
Address		Tel. no.	
		Mobile no.	
Postcode		Email	
Product details	Please include your Website/Facebook or Instagram page: (if applicable)		

I would like to reserve

- QTY () 6ft Christmas Market Pitch in Marquee @ £120
- QTY () 3mx3m Gazebo pitch (own gazebo required) @ £150
- I require a 6ft table and two chairs to be supplied by Hospice in the Weald
- I would like to request access to electricity at a surcharge of £25 (subject to approval)

We are grateful for any additional donations to Hospice in the Weald, any additional donations ensure the continued provision of hospice care to all who need it, within our local community. Thank you.

Christmas Market 2024 Terms and Conditions for Stall Holders

Bookings and fees

Bookings will be confirmed once we receive your completed booking form and full payment. Stallholders will receive final event briefing via email closer to the date of the event.

Stall details

All **Marquee** trade pitches are 'end to end' and are based on the size of one standard 6ft trestle table per stall, ensuring there is enough space for stallholders and our visitors. You will be allocated a specific space before arrival, and this will not be subject to change throughout the weekend. Please ensure that you do not move to a different stand and that your stand does not extend beyond the boundaries of your allocated space. A table with two chairs can be provided if stated on your application at time of booking or in writing in advance of final details and payment collection before 27th September.

Gazebo trade pitches are based on the size of one 3m x 3m Gazebo and are for the sole use of one business. You will be allocated a pitch in the size stated where stall holders are requested to supply their own Gazebo. Entrance to your gazebo can only be guaranteed through one of the four sides due to neighboring pitches. You will be allocated a specific space before arrival, and this will not be subject to change throughout the weekend. Please ensure that you do not move to a different pitch and that your pitch does not extend beyond the boundaries of your allocated space. A table with two chairs can be provided if stated on your application at time of booking or in writing in advance of final details and payment collection before 27th September.

Amplified 'pitching' and 'mobile selling' are not permitted. 'Sub-letting', assignment or resale of space is not permitted.

Setting up and dismantling

Vehicle access will be from 6:45am Saturday morning, and all stands must be set up by 9.15am on Saturday and Sunday ready for our shoppers. Christmas Market opening times will be advertised as 10am on both days, however patients and visitors on our Inpatient ward will be offered the opportunity to visit the market from 9.30am, so we politely ask that you are set up ready to receive visitors from this time. Vehicles must be moved to Pippins Farm or MAIDSTONE Road by 9:30am on Saturday and Sunday as the car park is being reserved for disabled visitors and our Hospice staff, including ward staff. Stallholders may return to the Hospice Car Park with their vehicles from 4:30pm on Saturday and 2.30pm on Sunday and must be off site by 5:30pm on Saturday and 3.30pm on Sunday. Please ensure you have sufficient support to pack and load your own stock into vehicles before this time. Stallholders are not permitted to dismantle their stall before 4pm on Saturday or 2pm on Sunday.

Goods sold

Goods sold must be those described on the booking forms. If there are any changes to your goods, please let us know in advance to ensure that stalls do not conflict on the day. We reserve the right to allow you only to sell the goods and services that have been stated on your original booking form.

Trading Standards and Health and Safety

Stallholders must be aware of and comply with any relevant trading standards, licensing and other requirements and legislation. Relevant hygiene certificates must be submitted to Hospice in the Weald in advance by anyone selling food. All stalls must be maintained in a clean, tidy and hygienic condition throughout the event. Regular monitoring must be carried out by the stallholder to ensure no hazards arise. All Stallholders must sign the risk assessment form as part of their booking. All stallholders are responsible for maintaining the appearance and cleanliness of their stall and the surrounding area. Please ensure any wrappings/storage boxes and stock are disposed of or stored out of sight before the event opening.

Vehicles

Vehicle movement within the Hospice in the Weald parking areas are strictly monitored and controlled while the event is open to the public as we must ensure safe and unrestricted access for ambulances, the patients and their visitors. You may use the car park at the Hospice to unload your goods. Once unloaded, it is imperative that you move your car or van to the overflow car park at Pippins Farm, as stated above.

Fire Prevention

No generators, petrol or other flammable substances are to be brought to the event without the written consent of Hospice in the Weald. No fire exits should be blocked.

Electricity

If you require electricity, please ensure you have pre-booked with the event organiser to ensure you are correctly located. Please bring along extension lead and ensure all electrical equipment is PAT tested and displays an in-date inspection label.

Waste

All stallholders should minimize the waste produced in association with their stall. Food containers and packaging should be recyclable and/or compostable where possible. All waste produced from stalls i.e packaging or disposable elements must be taken away by stallholders.

Refund for cancellations.

We are unable to refund any bookings cancelled by the stall holder. Your fee instead will be treated as a donation. In the event that Hospice in the Weald need to cancel the event, a full refund will be offered.

Claims, indemnity, and insurance

Each stallholder shall indemnify Hospice in the Weald against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event.

Each stallholder must adequately insure to cover all his/her liabilities. Hospice in the Weald cannot accept liability for loss or damage to stallholders' stock or belongings or equipment and will not be responsible for monitoring the security of stallholders' equipment, stock, belongings and takings.

Abandonment and limitation

In the event of cancellation, abandonment, postponement or limitation of the event, there will be no claim against Hospice in the Weald, who reserves the right to transfer the event to another venue and/or date. Hospice in the Weald cannot be held responsible for any loss of earnings or expenses incurred by the stallholder as the result of cancellation, abandonment or limitation of the event, the failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other factor.

Non-compliance

Hospice in the Weald reserves the right to reject or cancel bookings for this and other events from any stallholder failing to comply with any of the aforementioned conditions or with any reasonable request made by Hospice in the Weald or their staff, either verbally or in writing. The stallholder may also be asked to leave the premises immediately. In this situation there will be no claim against Hospice in the Weald.

Food and drink:

Please note, food and refreshments will be available to purchase from our café over the weekend, alternatively please bring your own food. Tea and Coffee will not be provided free of charge. Event organisers will be unable to deliver refreshments to stalls. Stall holders are not permitted to use the self-service café area in the Hospice reception, this area is for the sole use of Hospice patients and their visitors.

Enquiries

All enquiries should go to Gemma Hill via email fundraising@hospiceintheweald.org.uk

Your confirmation and agreement

- ✓ I am aware of the Health and Safety requirements and will attend to any item above that applies to me.
- ✓ I will ensure measures are monitored before, during and after the event and will report any safety issues I cannot address to the event organiser.
- ✓ I have read and accept the Terms and Conditions laid out in this document and accept them, confirming as such by signing below.

Signature:

Print name:

Date:

Please sign and return these terms and conditions along with your completed stall booking form.
Full payment will be required before 27th September to secure your pitch.

Forms should be returned to Gemma Hill, Hospice in the Weald, Maidstone Road, Pembury, TN2 4TA or emailed to fundraising@hospiceintheweald.org.uk

Stallholders risk assessment

It is the responsibility of stallholders to ensure that your pitch is safe for customers and fellow stallholders. Please take five minutes to complete the risk assessment we have appended below.

By rating the risks you identify based on likelihood and consequence of each hazard, you can add the rates together to gain your 'risk level'.

All risks should be green eventually, therefore if your hazard does result in red or amber you should consider how to overcome this hazard.

Hazard involved in activity	Safety measures you will put in place to reduce the risk of accidents	Likelihood	Consequence	Risk level
Setting up and clearing down stalls	Ensure all poles, stall sections, tables and crates etc are placed in a tidy manner and do not create trip hazards to persons walking past.	e.g. 2	2	2x2=4 Green
Vehicle movement	Be especially vigilant for Hospice in the Weald visitors, patients and staff and use a 'banksman' if necessary. Ensure that access is kept free for ambulances at all times.			
Slips, trips and falls	Regularly ensure floor area and walkways are clear of debris from the stall e.g. produce, bags, packaging. Remove all rubbish from around the stall. Remove any potential slip or trip hazards and ensure that any trip hazard that cannot be moved is clearly marked with hazard tape.			
Stock display and promotional material	All stock and promotional material should be displayed so as not to cause a trip hazard.			
Use of electricity	All electrical items are to be serviceable and fit for purpose and must carry an in date label identifying that they have been PAT tested for electrical safety. All extension cables must be fully unwound from drums. Make sure no cables create trip hazards and are clear of walkways.			
Sale of food and edible products	Providers of food and drink must conform to national standards and regulations covering food preparation, handling and provision. <i>A current food hygiene certificate must be provided in advance.</i>			

RISK RATING MATRIX

LIKELIHOOD	(5) Almost Certain	5	10	15	20	25
	(4) Likely	4	8	12	16	20
	(3) Possible	3	6	9	12	15
	(2) Unlikely	2	4	6	8	10
	(1) Rare	1	2	3	4	5
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
		CONSEQUENCE				

OUTCOME KEY

	= Very Low Risk	Unlikely to cause problems.
	= Low Risk	Needs to be resolved or accepted at local level
	= Medium Risk	Needstoberesolvedoracceptedatseniormanagerlevel(Organisational Risk Register Entry).
	= High Risk	Needs to be resolved and accepted at Council level (Council Assurance Framework Entry).