

HOCKLEY PARISH COUNCIL

TERMS AND CONDITIONS OF HIRE FOR STALLHOLDERS AT HOCKLEY CHRISTMAS LIGHTS SWITCH-ON EVENT 3PM TO 6PM SATURDAY 25th NOVEMBER 2023. SPA ROAD WILL BE CLOSED TO ALL TRAFFIC FROM 1PM – 7PM.

- 1) **Entrance to the event area is from the Eldon Way end of Spa Road. Marshals will escort vehicles at all times.**
- 2) **Stall positions cannot be changed or reallocated due to the site plan.**
- 3) Stallholder vehicles will be allowed to unload from 1.30pm and must be off site by 2pm. Please provide own chairs and any other equipment for your stall. **It is recommended that you provide extra lighting i.e.: battery operated or solar power as there is no electrical supply.**
- 4) Vehicles will be allowed back on site from 6pm to reload and must be off site by 7pm when Spa Road reopens.
- 5) Park vehicles close to allotted area when loading/unloading. It will be necessary to leave another person to man your stall while car or van is parked/collected from the car park. Stallholder parking is available adjacent to the site. Southend Road Car Park will be free of charge from 1pm.
- 6) Access for emergency vehicles to drive through Spa Road is necessary at all times. Vehicles (other than emergency) will not be allowed into the closed area after the event starts at 3pm and until it finishes at 6pm.
- 7) Trading may not commence before start of the event at 3pm and must end at 6pm.
- 8) Hygiene certificates must be displayed for food stalls at the event.
- 9) All stalls and litter must be cleared away by 7pm and left in a clean and tidy order.
- 10) All goods must be contained on or beneath the table. No boxes/other items to be left next to stall. Do not leave items in way of pedestrians in order to prevent trips and falls.
- 11) No naked flames may be used e.g. lit candles, lanterns, stoves etc.
- 12) No electric is supplied on date event , if you are providing a trailer that requires a generator please contact the Parish Council on 01702 207707.
- 13) All Charitable Organisations should display a sign to indicate which Charity they represent. Charities may sell goods but must not put out collecting tins unless licensed.
- 14) All stall holders to be adequately insured for public liability and have conducted a risk assessment.
- 15) All gazebos or stall coverings must be properly anchored in case of high winds.
- 16) The Parish Council shall not be liable for any claim for theft or damage to traders goods/equipment or effects.
- 17) The Parish Council shall not bear any responsibility for the saleability of any goods/services etc on offer by the traders/vendors or regulations under the Public Health requirements.
- 18) Stall holders are required to contact a marshal or police officer immediately if any problems occur, such as public disorder, anti-social behaviour or health and safety of visitors.