

# Otford Village Fete

Monday 27 May 2024 - 11.00am – 4.00pm

Theme: 'The French Connection'



## Booking Form – Village Associations

Your Name:	
Business/Company name:	
Your registered business address:	
Email:	
Telephone/Mobile No:	
Website address (if relevant)	
Social media address (if relevant)	
Please confirm the items you will be selling. To ensure we have a balanced and fair market, you will need to list everything you intend to display for sale.  Any items not listed may result in you being requested to remove them on the day	

### **Insurance**

We require all stallholders to have public liability insurance of at least £1million. Please supply a copy of your current certificate and have one with you on the day of the Fete.

### **Risk Assessment**

It is a requirement of our own insurance that we need to have a risk assessment for your attendance at the Fete. Please supply a copy of this document at least two weeks (13 May) prior to our event.

### **Fees**

There will be no upfront charge for your pitch, however we do ask that you donate 20% of your income, after all costs have been removed, within 14 days (10 June) of this year's Fete along with a breakdown of how this amount has been calculated.

### **Payment instructions:**

Please pay by Bank Transfer

Bank: Lloyds

A/c Name: THE OTFORD SOCIETY

Sort Code: 30-98-97

A/c No: 83442563

Reference: your business name

Please return your completed form via email to: Patty Chatterjee

Email address: [patty@otfordsociety.org.uk](mailto:patty@otfordsociety.org.uk)

Mobile: 07769 706047

Checklist of submissions	
Booking Form	
Copy of PL Insurance Certificate	
Photograph of product for marketing	
Completed risk assessment	
Payment	

## Terms and Conditions

### Pitch specification

Stallholders will be allocated a pitch prior to the event and directed to this on the event day. Pitches are thoroughly thought out to give a good spread of the market, please don't ask to move on the day.

Pitches cannot be sub-let.

Traders may not trade outside of their allotted pitch.

Stallholders must ensure their gazebo is fully secured and weighted for ALL conditions. Stallholders must ensure they have an adequate gazebo and weights to protect themselves and others.

Please confirm:

Size of pitch you require:

Number of tables

Number of chairs

These will be laid out with your Association's name clearly shown, prior to your arrival.

### Health and Safety

The Stallholder will take all reasonable steps to provide a safe environment for their own and other's safety. The Fete Committee will not be responsible for any injury incurred to stallholders or any other person because of the stallholder's activities. Medical Cover will be on site throughout the day.

All hazards, identified by the Stallholder at the event must be reported to the organisers so that appropriate action can be taken.

The fete organiser reserves the right to close and remove any stall that does not meet the health and safety standards of the event.

The stallholder will be responsible for their own waste and will leave the site free of debris and waste products. Large wastebins are located throughout the site, please feel free to use these.

The stallholder agrees to unload supplies from vehicles and to park as direct by the Logistics Manager.

### Code of Conduct

All stallholders shall maintain proper standards of conduct and concern for other participants and the public and shall avoid any conduct or activity that may bring the event into disrepute.

### Cash handling

All stallholders are responsible for cash handled at their site during the Fete, this includes ensuring that they have an adequate float. There is no cash dispenser or Wi-Fi on site, and it is recommended that you organise your own card reader.

### Venue & Date

Exhibitors must be set up by 10.00am at the latest. You must continue to trade until 4.00pm and you will not be allowed to drive back on to the site until the Fete officially closes at 4.00pm. Further joining instructions will be sent closer to the event.

### Acceptance of terms and conditions

Signature:

Date:

Name of Association: