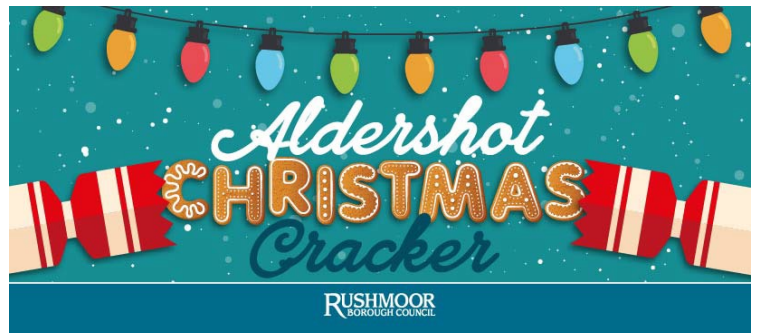


# Aldershot Christmas Cracker

## Stallholder Information Pack



**Aldershot Christmas Cracker** takes place annually and is a fantastic launch to the Christmas season in Rushmoor. This year the event is on Saturday 19 November from 1-6pm.

Around 4,000 visitors attend each year, with activities including Father Christmas and stars from the Princes Hall's panto, as they count down to Christmas and light up Aldershot town centre, a free Santa's grotto, petting farm, Juggling Jake, free children's crafts and face painting, walkabout street theatre, brass bands and a full line-up of live entertainment on the stage.

Pitches for crafts, gifts and food / beverage cost:

- Under 5 employees - £30 for a single pitch (3x3m) or £55 for a double pitch (3x6m)
- 5+ employees - £40 for a single pitch (3x3m) or £75 for a double pitch (3x6m)

We also have a small number of free pitches for not for profit and charitable organisations based in Rushmoor, funded by Rushmoor Borough Council.

### WE ARE LOOKING FOR...

- Stallholders that sell crafts, food and drink products
- Stalls selling festive products and gift ideas as well as handmade products
- Hot food stalls of a high quality, selling unique dishes
- Stallholders that use eco-friendly / biodegradable / recyclable food packaging and provide ample facilities for refuse and recycling
- Borough based charity and not for profit organisations to promote their projects / fundraise

### POSITIONING

Stalls will be placed in:

- Princes Gardens – a grassed park area where the main stage is based and the lights switch-on will take place
- Union & Wellington Street – a busy pedestrianised shopping area with street theatre, small stages, children's activities etc

There will be a small space between stalls. Parking will be an approximate 3 minute walk from the venue and free for stallholders.

### EQUIPMENT & POWER

Stallholders must bring their own equipment on the day. The pitch fee is for the ground only and no power, gazebos or equipment is available onsite.

### MARKETING

In addition to town centre roadside banners, press releases and a social media campaign managed by Rushmoor Borough Council, 3,000 printed programmes are being delivered to the local area, detailing the event.

### ALCOHOL SALES

If you are intending to sell alcohol at the event, you will need to apply for a TEN from Rushmoor Borough Council. We will let you know the postcode required for the licence application.

## HOW TO APPLY

We will ensure that there is a balance of stalls at the event and avoid duplication of products. The submission of an application form does not constitute an offer of a stall. Stall offers will be made at the discretion of Rushmoor Borough Council. We are unable to reserve specific locations for stalls.

If you would like to apply for a stall, please complete and submit the Stallholder Application Form online at [www.rushmoor.gov.uk/christmascracker](http://www.rushmoor.gov.uk/christmascracker), then email your supporting documents to: [towncentrevnts@rushmoor.gov.uk](mailto:towncentrevnts@rushmoor.gov.uk).

## PAYMENT

Once you have been offered a pitch, BACs payment details will be provided.

## Applications will close when pitches are fully booked

### STALLHOLDER TERMS AND CONDITIONS

#### Eligibility and Selection Criteria

When we have received your completed form and supporting documents, the application will be assessed to ensure the goods identified on the form are appropriate for the festival. Once all paperwork and payment is received, we will then confirm your place. Successful stallholders will receive a confirmation pack containing full details of the festival, arrival times etc at least a week before the event.

#### Allocation of Pitches

- Pitches will be allocated by Rushmoor Borough Council.
- A number of factors will be taken into account including the variety of the goods, the overall balance of produce at the market and health and safety considerations.

#### Payment

- Payment is strictly by BACs, payable within 14 days
- All invoices must be paid in full at least 14 days before the event.
- Stalls will only confirmed once payment has cleared.
- Once a booking has been confirmed, no refunds can be given in the event of cancellation by the stallholder (subject to the terms set out below) or no shows.

#### Cancellation by the Stallholder

If a pitch holder cancels their attendance, the following refund policy will apply:

1. Cancellation before Wed 2 November - 50% refund
2. Cancellation on / after Wed 2 November – no refund

#### Cancellation by the Organiser

If the event is cancelled by the organiser for circumstances within their control, a full refund will be given.

#### Risk Assessment

All stalls must provide a copy of their market stall risk assessment with their application, including Covid-19 measures.

#### Insurance

All pitch holders must supply their own Public Liability Insurance and provide a copy of the policy with the stallholder application form.

#### Electricity & Power

Stallholders must provide their own power.

- If stallholders are bringing their own generators, these must be suitably located to ensure they do not cause a nuisance to neighbouring premises due to noise or fumes. Diesel generators are recommended over petrol to reduce the risk of fire.
- All electrical supplies must be fit for purpose and suitably IP (Ingress Protection) rated for this type of event.
- All cabling and appliances must be PAT tested (Portable Appliance Tested) and display a sticker showing an appliance number, a test date and a retest date along with a signature or initials. Items purchased in the last 12 months will be exempt from this testing only if proof of purchase can be shown.

#### Health and Safety

- Pitch holders are required to comply with all relevant Health & Safety legislation.
- All pitch holders using LPG must provide an up to date certificate of inspection from a certified GasSafe engineer.
- Any pressure vessels must have a written scheme of examination and an up to date certificate to demonstrate compliance with the Pressure Systems Safety Regulations.
- Copies of all relevant certificates must be provided with the pitch holder's application form.

#### Smoking and Animal Policy

- There is a strict no smoking policy for all stall holders.
- No "live" animals are allowed on any pitch unless express consent has been given by the Committee.
- Any animal pitches registered as such with the committee must be fully compliant with Health and Safety Executive Agriculture Information Sheet – AIS23 – Preventing or controlling ill health from animal contact.

#### Description of Goods

Pitch holders may only sell the goods originally identified on their application form, unless otherwise agreed with Rushmoor Borough Council.

### **Gazebos**

Stallholders must provide their own gazebos. The stallholder's own gazebos must be in sound condition and strongly secured or anchored to ensure they do not move or collapse in windy conditions.

### **Extra Lighting**

We recommend that all stalls provide additional lighting within their gazebos. The Street lighting will be on, but we know from previous events that stalls require extra lights. Bright battery-operated camping lamps are highly effective and reasonably priced. It also helps customers to see what's on your stall amongst the heavy crowds.

### **Sale of Alcohol**

Pitch holders wishing to sell alcohol for consumption on or off the premises MUST:

- Have a TEN in place
- Employ staff over the age of 18.
- Employ at least one Personal Licence holder or hold an individual Temporary Event Notice for their stall.
- Train other employees in the law regarding the sale of alcohol and keep written records.
- Operate a Challenge 25 policy and only accept a passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.
- Comply with all local and national laws including the Licensing Act 2003.

### **Damage to Site**

The site is owned by Hampshire Highways and Rushmoor Borough Council. Stallholders are unable to attach equipment to any of the premises / public realm items. Stallholders are fully liable for any damage to their pitch space on the day of the event and any additional damage caused by them around the pitch on the day (ie grease marks, generator petrol marks etc). Stallholders will be invoiced by the relevant party for any damage incurred to the public realm / highway during the day of the event.

### **Extreme Weather**

A risk assessment will be carried out on site by Rushmoor Borough Council on the evening before the event. If the weather conditions are deemed a risk to the public's health and safety, the event may be cancelled, but no refunds will be payable.

### **Setting Up, Packing Away and Parking**

- Please arrive promptly to set up, as detailed in the Stallholder Confirmation Pack. A maximum of one vehicle per stall is permitted onsite to unload goods.
- On arrival all stallholders must immediately unload their goods quickly and efficiently. Once goods are unloaded, pitch holders must remove their vehicle(s) from the site and park where directed. Vehicles will not be allowed back onsite until after the event has finished at 6pm and the site is clear and safe.
- Any pitch found to be trading outside public hours maybe subject to a fine.
- Pitch holders may only begin packing up once the event has finished. Under no circumstances may a pitch holder pack up or leave the site before 6pm. If pitch holders have run out of products, they must use the remaining time as a promotion opportunity.

### **Waste & Rubbish Disposal**

- Pitch holders must carefully dispose of their own rubbish by removing the waste from the site completely. Failure to remove from the site or dispose of the rubbish in the provided bins will result in an additional fee of £100 chargeable to the pitch holder responsible. A commercial waste management company is on site to ensure that this is enforced.
- If providing for food immediate consumption, the stallholder must provide eco-friendly / biodegradable / recyclable food packaging.

### **Food Safety and Standards**

- Pitch holders wishing to sell food for consumption on or off the premises MUST comply with all local and national laws and regulations regarding the production, labelling, display, storage and sale of produce and relevant trading standards legislation.
- All catering stalls must be staffed by food handlers who have been trained to Basic Food Hygiene level or equivalent and a copy of the certificate must be provided with the pitch holder's application form.
- A documented food safety management system (such as SFBB or similar) which is relevant to the size and nature of your business / charity and must be present at the event for scrutiny by the Environmental Health Officers.
- Further advice can be obtained from Rushmoor Borough Council Environmental Health Department (Tel: 01252 398640) and Hampshire County Council Trading Standards (Tel: 01962 833620). Please do not contact these numbers for general enquiries.

### **Compliance**

- Rushmoor Borough Council reserve the right to reject applications and to organise the location of pitches in accordance with its own scheme.
- Rushmoor Borough Council reserve the right to cancel any bookings made, and to exercise its discretion when allocating refunds. Failure to comply with the set out regulations may result in the cancellation of the pitch holders booking.
- Rushmoor Borough Council accepts no responsibility for loss or theft of goods while attending the market. All pitch holders must have adequate insurance policies in place.

### **Miscellaneous**

- All stalls must be attended by a competent person during the entire public opening hours of the event, unless specific permission is granted by Rushmoor Borough Council or alternative arrangements are made, i.e. comfort breaks.
- No advertising or promotional material is to be erected, displayed or attached outside the boundaries of the stallholders stall.
- Use of PA systems by stallholders is not permitted.
- No music is allowed on stalls.
- Stallholders must not bring any toasters, heaters, or other such electrical equipment unless essential to the running of their stall and pre-agreed with the event organisers.