

COCKINGTON COURT

Stall Holder Booking Form – Christmas 2017 10:00am – 3:00pm

Our Christmas events run every weekend in the run up to Christmas and will be held outdoors. Stallholders will be required to supply their own tables, gazebos, chairs etc as required. Stalls will be located next to the Sea Change craft studios at the rear of the Court. The surface is paving/tarmac. Please be aware that there is a slight slope in some areas.

Please complete and return this form to: francesca.anderson@tedcltd.com

Please agree to abide by the conditions as stated on Page 4. If selected, we will contact you to take payment by credit/debit card.

Name:	
Business Name:	
Phone:	
Email:	
Website:	
Twitter:	@
Facebook:	Facebook.com/

Standard Stall (up to 3x3): Daily rate: £20 Full weekend rate: £30 All four weekends: £80 (a saving of £40)	Large Stall (up to 6x6): Daily rate: £30 Full weekend rate: £40 All four weekends: £120 (a saving of £40)
I would like to book a single stall: For specific dates <input type="checkbox"/> please list: _____ _____	I would like to book a double stall: For specific dates <input type="checkbox"/> please list: _____ _____
All four weekends <input type="checkbox"/> (2 nd & 3 rd , 9 th & 10 th , 16 th & 17 th , 23 rd & 24 th)	All four weekends <input type="checkbox"/> (2 nd & 3 rd , 9 th & 10 th , 16 th & 17 th , 23 rd & 24 th)

One parking space per stall holder is available for free but must be booked in advance: I require one free parking space: (please tick) <input type="checkbox"/> Please note, the parking space is away from the event but with access to site for loading / unloading.
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Cockington Court Craft Centre, Cockington, Torquay, TQ2 6XA
Tel: 01803 607 230 Web: www.cockingtoncourt.org

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For Craft/Vintage/Other Stalls:

Cockington Court supports and promotes only handmade items. Please give a description of the products you sell and include links to images of your products.

*We reserve the right to select vendors we believe best support the aims and ethos of Cockington Court

For Food/order taking stalls:

Please provide a description of your produce and how your products are sourced.

*We reserve the right to select vendors we believe best support the aims and ethos of Cockington Court.

I/We confirm that I/We have public liability insurance and can produce a valid certificate if/when needed. (not required for crafts)

I confirm that any electrical equipment that I/We use has been checked by a competent electrician and a valid PAT testing certificate is held. (Please note we can supply power but have limited power points. Generators are not permitted on site)

If gas is used, a valid safety certificate is also required.

I have undertaken a risk assessment for my stall holding.

All current relevant regulations pertaining to hygiene and Health & Safety must be adhered to for this event.

Signed:

Date:

(Submitting this completed form electronically signifies your acceptance to the above declaration and conditions of booking.)

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Conditions of Booking

All stalls must be set up by opening time and cars parked in the designated parking area by 10:00am.

Stall holders must provide and are responsible for their own gazebo/tent/awnings and furniture. Gazebos MUST be weighted and, where possible, tied down.

The organisers reserve the right to vary the layout and positioning of the stalls if, in their opinion, such an amendment is in the best interest of the market.

Detailed get-in procedures will be provided prior to the event and must be followed.

There should be no packing up until after the advertised closing time.

Full payment is required prior to the event.

The organisers reserve the right to admit whichever stalls they feel appropriate.

Stallholders shall at all times exercise courtesy towards other traders and members of the public passing through the market. The organisers will not tolerate any abuse or violence to anyone and reserves the right to terminate the letting of any stall at any point.

Stall holders must confirm that their own insurance cover is in place and that all electrical/gas equipment has a valid safety test certificates. Please supply your own fire extinguishers.

Stallholders must inform the organisers if for any reason they are unable to attend a Craft Market on which the stallholder was due to stand.

Should the event have to be cancelled (only in the event of adverse weather), the organisers' liability will be to refund any monies paid. Should the stall holder cancel, no monies will be refunded.

Stall holders must comply with all of the relevant regulations issued by the local police and authorities.

The organisers are not responsible for any loss, damage or injury to any person or objects at the event.

Smoking is not permitted inside the Manor House or within the event area.

Rubbish must be removed from the site at the end of the day.

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An agreement has been reached between: _____

trading as: _____

(hereinafter referred to as “the operator/activity provider” and the Torbay Economic Development Company Ltd (hereinafter referred to as “Event Organiser”) of the Civic Offices, Torquay for the provision of _____ at Cockington Court for the above date, it is hereby further agreed that:

- 1) The operator/activity provider shall accept full responsibility for any sub-contractor, caterer or employee and will fully indemnify the Torbay Economic Development Company Ltd against all costs, charges, claims or actions for or in respect of an injury to any person unless caused by the direct negligence of the Torbay Economic Development Company Ltd, or any loss or damage to property or to the land or any buildings thereon.
- 2) The operator/activity provider shall accept full responsibility for and will indemnify the Torbay Economic Development Company Ltd, their servants and agents against all actions, claims, proceedings, costs and expenses howsoever arising out of or in connection with the operators occupation or use of the site and the operator/activity provider shall effect or have in place a policy of insurance covering all the matters which are the subject of the indemnities and undertakings herein. The minimum level of insurance cover shall be £5 million in respect of any claim or series of claims arising out of one event but it remains the responsibility of the operator, having taken independent professional advice, to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk.
- 3) Evidence that the above insurance covers are in place shall be produced to the Torbay Economic Development Company Ltd prior to the event.

SIGNED:

Operator/activity provider

SIGNED:

Event Organiser