



Food Market at The Hewlett Arms, Cheltenham

To be held on the first Saturday of the month 11am-3pm

Stallholder Application Form (please complete in block capitals)

Trading Name:

Contact Name:

Address:

Email Address:

Telephone Number:

Website:

Facebook Page/Group:

Social Media Links

Description of all Products (This will enable us to prevent duplication of stallholders):

Dates Available (Please tick):

- Saturday 04/04/2020
- Saturday 02/05/2020
- Saturday 06/06/2020
- Saturday 04/07/2020
- Saturday 01/08/2020
- Saturday 05/09/2020

You will be required to bring your own table and gazebo (recommended)

Discounts are available when block booking (this will also include booking the Oxford Yard Sale) please email: info@createcheltenham.co.uk for details.

Stalls cost £20

Payment can be made via PayPal or Bank Transfer (please request details if required).

A reminder will be sent one month before the market, if payment has not yet been received. Any stalls that have not paid for one week before the sale will be cancelled unless previously agreed with Create Cheltenham.

PayPal payment address: info@createcheltenham.co.uk

Please send a copy of your current Public and Products Liability Insurance documents with your completed application form and payment.

All documents can be returned via email to info@createcheltenham.co.uk or by post to C Webster, 4 Rosehill Terrace, Cheltenham, GL526SW.

Declaration, I the undersigned, wish to take a stall at The Hewlett Arms, Cheltenham and enclose my payment for £....

I have read, understood and signed the attached terms and conditions.

Terms and Conditions

Food Market at The Hewlett Arms, Cheltenham

Please read the terms and conditions carefully and return a copy signed and dated with the booking form.

- **We will not reserve a stall until the stall fee has been paid and cleared.**
- **Stalls will be reserved on a first come, first served basis. Create Cheltenham reserves the right to accept or decline stall holder applications, our decision is final.**
- **Stalls may not be shared between stallholders.**
- **Set up time is from 9am if you have a gazebo and 10am without a gazebo. Stalls must be ready to trade from 11am. Vehicles may park outside to unload but must move asap to enable everyone enough room. There is no parking at the venue but you may park at The Battledown Children's Centre opposite.**
- **Stall holders must agree to trade for the entire period and may begin packing their goods away at 3pm when the market closes.**
- **No stall holder may sublet their stall to another vendor.**
- **Stallholders must leave their area clean and tidy after the market. All rubbish must be taken away with them.**
- **Any signage or display materials are the responsibility of the individual stallholder. They must not obstruct other stalls or constitute health and safety hazards. If we feel that you are causing an obstruction, we reserve the right to ask for it to be removed.**
- **The stall holder is liable for any damage that is caused to the stall/premises during use at the event.**
- **Vendors must always act with professionalism and adhere to ethical business practices. Create Cheltenham reserves the right to ask for stallholders to leave if they do not comply.**
- **The stalls will be outside, you may bring gazebos/shelters if required.**
- **Stall holders may sell alcoholic beverages at the market, but they must not be consumed on the premises. You must have a licence to sell alcohol.**
- **You must complete an allergen form (attached) as required by law by The Food Standards Agency.**
- **The market will take place rain or shine. No refunds will be given to stallholders due to weather conditions.**
- **Stallholders that cancel their stall at the event will not receive a refund. Transfer to another date will be made at the sole discretion of Create Cheltenham. We reserve the right to refuse any unreasonable requests.**
- **Any complaints must be submitted in writing to Create Cheltenham. We also invite suggestions and improvements for future markets.**

- It is the responsibility of each stallholder to ensure that they have their own Public and Products Liability insurance. This will ensure the safety of your stall and products. The insurance must cover you to sell your goods at the market.
- Each stall holder at The Food Market at The Hewlett Arms, Cheltenham participates at entirely their own risk. Create Cheltenham and The Hewlett Arms, takes no responsibility for risks to personal injury, loss or damage of property, theft of property, loss of profits, interruption of services, however this loss, injury or damage may be caused, whether by fire, theft, inclement weather, loss of power, defect of equipment, building failure, building works.
- Stall fees are required one month before the date of the event date. An email reminder will be sent with payment options.

Signed:

Dated:

Please return this to info@createcheltenham.co.uk or 4 Rosehill Terrace, Cheltenham, Gloucestershire, GL526SW