

# Costessey Town Council



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The Costessey Centre  
Longwater Lane  
Costessey  
Norwich, NR8 5AH

## **Fete & Fayre May 26th & 27th 2019 General Terms & Conditions**

1. Allocation of pitches and facilities is at the discretion of Costessey Town Council.
2. Stall hire fees are non-refundable.
3. In the event of Costessey Town Fete & Fayre being postponed or abandoned, or in the event of supplies, services or facilities afforded to exhibitors being curtailed due to strike, lock-out or other circumstances beyond the control of the Council, the Council shall not be liable for any expenditure, loss, damage or liability sustained or incurred by exhibitors.
4. All vehicles must be removed from the Recreation Ground prior to the commencement of the Fete unless such a vehicle is an integral part of the show stands in which case strictly no more than one vehicle per unit except with prior written permission from the Council. There will be no vehicle movements on site during the event.
5. Exhibitors shall not make admission charges to their stand except with prior written permission from the Council.
6. The use of a Public Address (PA) system from any stand will be prohibited unless prior written permission has been obtained from the Council.
7. The use of generators will be permitted, with prior permission. A water supply will be available on site but cannot be piped to individual pitches.
8. No exhibitor shall move their stand from the allocated pitch.
9. Any exhibitor wishing to break the surface of the ground for the purpose of erecting a stand/exhibit must first obtain permission from the Council. The exhibitor must make reinstatement to the satisfaction of the Council. Failure to do so will result in the reinstatement being carried out by the Council and all costs being passed on to the exhibitor.
10. Each exhibitor shall fully indemnify the Council against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the exhibitor's occupation of its pitch and use of the facilities granted and in particular (but without limitation to the generality of the foregoing) shall indemnify the Council against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused. Furthermore, each exhibitor shall in connection with their liability hereunder affect a public and products liability in respect of any one occurrence. The Council accepts no responsibility for loss or damage to the property of exhibitors or their employees or visitors and strongly recommends exhibitors to effect 'All Risks' Insurance in respect of their own and their employees' personal effects.
11. Exhibitors must familiarize themselves with the fire precautions which will be issued by the Council to all exhibitors and all hot food stalls or exhibitors must keep a suitable fire

extinguisher available for use at all times. The Council reserves the right to inspect all stands and equipment with or without the Fire Officer, for the purposes of ensuring that adequate fire precautions have been taken.

12. No animals, birds or fish may be offered for sale or as prizes on the showground. No dangerous or offensive items may be offered for sale or as a prize. No refreshment or food may be offered for sale or consumption except where a pitch is solely hired for this purpose.

13. No exhibitor shall be permitted to sub-let or share any portion of the pitch allocated and any article exhibited on such a pitch contrary to this rule will be removed.

14. Exhibitors are responsible for the cleanliness of their pitch. All rubbish must be removed to the bins provided and each exhibitor must provide adequate litter bins where necessary.

15. The failure of any exhibitor to abide by the foregoing regulations shall result in the forfeiture of the granted pitch.

16. Any pitch operating as, or on behalf of, charity must display their charity number and possess a letter of authority from the charity concerned, which shall be produced to any duly authorized officer of the Council on demand. If in doubt, please check in advance with the Council.

17. Exhibitors representing charities must familiarize themselves with the regulations from the Charity Commission for England and Wales who are contactable on 0870 333 0123 and must ensure they comply with the stated requirements.

18. Any exhibitor infringing these rules may be expelled from the site at the sole discretion of the Council or its authorised officer.

19. Any exhibitor selling food which requires a Food and Hygiene Certificate must be prepared to show the certificate to any designated member of the Town Council upon request.

20. It is also important to note that Costessey Town Council has a complaints procedure in place. Should you feel it necessary to complain during the Fete, you are to contact the Fete officers who will record the complaint and deal with it accordingly.

21. Costessey Town Council will not be held responsible for any duplication in stallholder activities or items for sale.

22. Stallholders are requested to remove all waste and belongings generated by their stall.

23. Costessey Town Council will not tolerate abuse of any form to any member of staff. Failure to comply will result in removal from site.

24. Pitches sizes cannot be broken down to suit individual requirements. You must allow sufficient space to accommodate guy ropes, pegs, towing brackets and other over-hangs. Multiple modules are available

25. Food outlets will be required to provide a copy of their Insurance Certificate which should be sent to the office with the booking form and be available for inspection on your arrival at the Fete. Remember to send us a renewal certificate if it expires before the fete.

26. Food outlets will be required to provide a copy of their food hygiene certificate.