St. Gregory's Church
Craft and Gift Fair
Terms and Conditions

1. All bookings will be made on the Chantry Hall Management Group (hereafter referred to as CHMG) booking form and will not be accepted unless it is correctly completed, signed and accompanied by the correct booking fee. Signing the official booking form acknowledges full acceptance of these terms and conditions.

2. Chantry Hall is associated with the Parish Church of St Gregory so seeks to reflect the Christian ethics, ethos, practices and doctrine as recognised by the Church of England. CHMG reserves the right to decline any stallholder application without giving reason.

3. Bookings will only be secured when the CHMG Administrator has received and acknowledged the booking form paperwork and payment.

4. Stall space is let to the stallholder stated when making the booking and must not be sub-let to any other party.

5. Craft and Gift Fairs will be held on the dates agreed by CHMG.

    - All Fairs will be held from 10 a.m. until 2 p.m. There is always the possibility of staying longer if the Fair is busy but will definitely close no later than 4 p.m.

    - The Hall will be open for setting up from 8 a.m.

    - No dismantling before 15 minutes of the close time.

    - Electricity is available for a possible 7 stalls.

    Parking is available outside the Hall most days. Help is available with unloading if needed. The CHMG cannot be held responsible for any parking tickets issued to stall holders.

6. Stallholders must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment they may bring in addition to the tables provided.

7. CHMG are not responsible for the stallholder's property whilst attending a Fair.

8. *The Hall's own insurance does not cover Stallholders*. All stallholders must hold their own **Public Liability Insurance** and where appropriate **Product Insurance** and all products must comply with all relevant Health and Safety regulations and / or Food Hygiene Trading Standards. Any goods exhibited and any packaging or labelling must comply with all current regulations. The CHMG require sight of the Stallholder's insurance cover and will keep a copy on record to be updated each year where applicable.

9. The CHMG is **NOT** liable for any loss or damage in respect of goods or money belonging to the stallholder.

10. Stallholders are responsible for any and all damage or injury to persons or property occasioned by any of their exhibits, any act or omission by them.

11. Stallholders shall indemnify and hold blameless CHMG in respect of all liabilities, proceedings, damages, cost demands and expenses brought about or made against or incurred by CHMG in relation to or arising from any acts or omission of the stallholder.

12. Children under the age of 16 are not allowed to accompany the stallholder unless agreed with the CHMG Administrator.

13. In the event of a stallholder **cancelling,** deposits are strictly non-refundable and non transferable. In the case of CHMG cancelling, then any payments will be refunded in full, but no liability is accepted for any other loss.

14. Stall holders are expected to conduct themselves in a manner that is not detrimental to other stallholders or CHMG. Abusive or anti-social behaviour whilst on site, by stallholders or by anyone associated with that person, will result in instant dismissal from the Fair.

15. Stallholder Fees:

• Tuesday	6 ft Table £7 per day	deposit £4 per day
	12ft Table £12 per day	deposit £5 per day
• Saturday and 3-day events	6ft table £10 per day	deposit £5 per day
	12ft table £18 per day	deposit £10 per day

(Individual days can be booked at 3 day events)

16. Bookings must be made in advance. Cheques should be made payable to **Chantry Hall, Bedale**.

17. As Chantry Hall is not a large venue CHMG would prefer not to have more than one stall of the same craft for any given Fair in order to maintain a good variety of crafts. **Bookings for stalls are therefore on a strictly first come first serve basis**. It is recommended that booking forms be returned to the CHMG Administrator as soon as possible to avoid disappointment.

18. Admission to the event will be free, will be advertised in the local press, on posters in the town, various Tourist Information Centres, with notices outside the Hall on Fair days, in local B and B's and if possible local radio stations.

19. Stallholders must remove rubbish, wrapping and waste from Chantry Hall at the end of the Fair.

The CHMG Administrator, Mrs Margaret Witty, can be contacted on 01677 422582
or
11 Emgate, Bedale, North Yorkshire, DL8 1AH.

Non compliance by the stallholder with any of the above conditions may lead CHMG to cancel all outstanding bookings without notice and without refund of monies.

CHMG reserve the right to amend these terms and conditions at any time without prior notice.