

MEDSTEAD FETE BOOKING FORM



Saturday, 12th July 2025, 13:00 -16:30

Stall holders can arrive from 10:00 onwards

Please **complete, sign and return** this form to **Manuela Wagner** (Medstead Fete Committee – Stall Holder Coordinator) at **medsteadfete.stalls@gmail.com**

All bookings are subject to the Stall Holder terms and conditions below. Returning this form confirms your agreement to abide by the terms and conditions.

BOOKING SUMMARY

Name of Stall:			
Description of Produce/Activity:			
Contact Name:			
Contact Email:			
Mobile Number:			
Additional Documents:	<i>Please enclose relevant risk assessments, food hygiene certificates and public liability insurance with your booking form (where applicable)</i>		
		Please indicate the number required	Sum (£)
Stall	£15 per single pitch		
Table Hire <small>LIMITED AVAILABILITY</small>	£5 per table		
Total Payment due			£

**** Charges are not applicable to stalls who donate all their takings to the Fete! ****

PAYMENT DETAILS

To confirm your stall booking, all **booking fees need to be received by 14th June 2025.**

Electronically:

Account Name: Medstead Fete Committee
Account Number: 51028693
Sort Code: 40-08-21

Or by cheque: made payable to “Medstead Fete Committee”

Medstead Village Fete. Terms and conditions for Stall Holders

We aim to make Medstead Fete a great, fun-filled day for the whole of the community, whilst promoting local businesses and raising vital funds for local organisations, groups and charities.

All members of The Medstead Fete Committee are volunteers and visitors are not charged an entrance fee for attending the fete; however, the organisation of the day does carry significant costs and risks that have to be covered. We therefore ask stall-holders to contribute to the fete, either in the form of a pitch fee or a percentage of their takings on the day.

Fees:

Stall	£15 per single pitch
Table hire	£5 per table

Please note:

1. The above charges are not applicable to those stalls who donate all their takings to the fete funds.
2. There are no gazebos or chairs available for hire.

General Terms & Conditions:

1. Please ensure payment is made in advance, ideally electronically, or on the day of the Fete at the latest. Please do not leave the village green until you have paid.
2. If a stallholder cancels their booking less than two weeks before the fete or fails to attend on the day, the stall fee plus any fee for a table booking will still be payable.
3. On the day of the fete, please find a committee member (in yellow high vis vests) to be shown your pitch. Stalls will be sited in the most appropriate area at the organiser's discretion; any requests will be considered but a specific pitch cannot be guaranteed. Please do not begin setting up without confirming the location with a committee member first.
4. The fete will start with a procession at 12:30; the fete will officially open at 13:00.
5. Stall holders may arrive for set up from 10:00.
6. Vehicles can be taken onto the green for unloading but must be removed by 12:00 (parking is available opposite the green)
7. There is absolutely no access to the Medstead Village Green cricket square.
8. In case of inclement weather, to prevent damage to the grass, you may be prevented from driving onto the green. Please check with the organiser on the day.
9. Stalls should not be left unattended and must be adequately supervised at all times.
10. Stalls may not be used for any unlawful or unsuitable purpose.
11. Please leave your pitch in a clean and tidy condition; Medstead Fete Committee reserve the right to pass onto to stall holders any clean up or repair costs incurred as a result of or associated with the stall holders' activities.
12. Floats are normally only provided to stalls run by the Medstead Fete Committee. If you require a cash float, this needs to be requested and confirmed in advance.
13. NO electricity will be supplied by the Medstead Fete Committee for the event. Outdoor stall holders may bring their own silenced generators. Generators must be kept secured and within a safety barrier, and a fire extinguisher must be present at the stall.
14. Tables can be supplied upon request however, there is only a limited supply available and allocation will be on a first come, first served basis.
15. All stall holders must carry out a risk assessment and be prepared to disclose it if asked. All stall holders must also ensure they comply with all relevant legislation relating to products used,

displayed or sold on their stall and for public health and safety generally and hold all relevant licenses required for their stall activities or products sold.

16. The Medstead Fete Committee shall not bear any responsibility for the saleability of any
 - a. goods/services etc. on offer by the traders/stall holders or regulations under the Public Health requirements.
17. The Medstead Fete Committee takes no responsibility for theft or damage to traders' goods/equipment or effects and shall not be liable for any claim for loss or cost whatsoever.
18. All traders/vendors not covered by the Medstead Fete Committee Insurance must be adequately insured for public liability and shall disclose a copy of this to a member of the Medstead Fete Committee if asked.
19. Any stall holder providing activities for children, young people or other vulnerable adults must ensure that these activities are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent related legislation.
20. Stall holders shall report all accidents involving injury to any person attending the event as soon as possible, to the Medstead Fete Committee in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
21. Please respect the marshals, stewards and/or police officers, following a request please do as they ask.
22. The Medstead Fete Committee reserve the right to refuse applications for pitches/stalls.
23. The Medstead Fete Committee reserve the right to ask any stall holder who is in breach of these terms and conditions or whose stall is causing any nuisance to other fete attendees to leave the fete forthwith.
24. The Medstead Fete Committee reserves the right to cancel or postpone the date of the Medstead Fete. It will provide stall holders with as much notice of postponement or cancellation as reasonably possible in the circumstances. Unless postponed or cancelled on the day of the fete all prepaid stallholder fees will be repaid upon request. The Medstead Fete Committee shall not be liable for any consequential losses arising from the cancellation or postponement of the Medstead Fete, howsoever arising.