



TERMS AND CONDITIONS OF AUTUMN MARKET STALL HIRE

Please read thoroughly as these conditions constitute part of your booking agreement and non-compliance may result in refusal of future bookings or additional charges being applied.

All monies raised from this event will go directly to the Guardian of Strutts which is a registered charity in England and Wales (no 1130427).

For Enquiries: Call: 01773 599993 Email: reception@strutts.org.uk

Booking Procedure

- 1 Your booking will only be confirmed once the booking form has been signed and payment has been made.
- 2 Applicants must be over 18 years old.
- 3 **All fees are non-refundable. If you are unable to make the event for any reason, we will not refund your payment.**
- 4 In the event of the cancellation, abandonment, limitation or postponement of the Market including interruption or cessation of power supply, there will be no claim against the Guardians of Strutts or Strutts Centre Ltd.
- 5 **Strutts reserves the right to refuse any application or any space without stating a reason.**

Room Usage

- 1 Any loss or damage to the property of Strutts will be charged to the person found to have damaged the property.
- 2 Any damage must be reported to Reception.
- 3 All hirers' property is on the premises at their own risk. Lost property will be held for 2 weeks before Strutts Centre Ltd (SCL) dispose of it.
- 4 Hirers and users must not damage the wood block flooring.
- 5 The hirer is responsible for the removal of all their rubbish from the building and outside surrounding areas. Rubbish not removed from site

- will incur a charge.
- 6 You will have access to the venue from 8.00am and the event will officially begin at 10am. The event will finish at 3pm when traders can begin to pack up. Please ensure you have enough stock to sell throughout the day as we will not allow stall holders to pack up their stalls before 3.00pm as a courtesy to other traders. All stall holders must have left Strutts by 4.30pm.
 - 7 You will also have access to the building from 4:00p.m. – 7 p.m. on the Friday night, if it would be helpful to set up the evening before the event.
 - 8 There is no entrance fee charge to the public for this event.

Health and Safety

- 1 Stall holders 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 table provided.
- 2 Please maintain the shared access between the tables.
- 3 Fire/Emergency exit doors must be kept closed and clear from obstruction at all times.
- 4 The hirer will read and understand the Fire and Evacuation procedures as posted on the doors of rooms they are located.
- 5 No naked flames (e.g.candles, tea-lights; incense sticks etc.) are allowed on the premises under any circumstances.
- 6 All accidents must be entered in the Strutts Centre Accident File, which is available on request from the person in charge on Reception.
- 7 No electric kettles, coffee makers, heaters or electrical items to be brought onto site. There is no electricity available for this event.
- 8 Centre users can use either the front entrance or entrance 2 at the back of the building. The rear entrance is level and there are no steps into the building.
- 9 Smoking or vaping is not permitted in any part of the building or grounds.
- 10 It is a legal offence to refuse to leave when requested to do so by the person-in-charge on Reception and not to do so may result in the Police being summoned.
- 11 The lift should never be used in the event of a fire.

Refreshments

- 1 Only food and drink purchased on site can be consumed.
- 2 The sale of alcohol by Strutts for consumption on the premises is permitted under the terms of the licence granted by the Licensing

Authority (AVBC). It is prohibited to consume alcohol on site that has brought onto site and not purchased through our licenced bar. Please note that the sale of food or alcoholic beverages is not permitted.

Parking and Vehicle Access

- 1 This is a shared space site and pedestrians have priority and vehicle speed is restricted to 4 mph. Please observe the speed limit at all times.
- 2 All vehicles are parked in Strutts Centre car parking areas at the owners' risk.
- 3 Please be considerate of other users and do not park over 2 spaces.
- 4 Please observe all signs and instructions at all times.
- 5 All on-site parking is at the discretion of the Strutts.
- 6 When the Centre is closed the Car Park will be locked.

Wifi

- 1 The Wifi provided is public and shared amongst all users. The performance/quality of the Wifi is not guaranteed. It is not suitable for streaming and you are not permitted to stream/access live TV during this event. It is your responsibility to ensure your attendees adhere to this policy.