

Cromford Mills Markets & Fairs 2023

Contact name: (Business name if applicable)									
Email:									
Telephone:									
Vehicle: (Make & Registration)									
Description of Goods									
Social Media (Where applicable)									
Documentation essential for booking. (inc. copies where applicable)	Stall Risk Assessment (All stalls - See page 2)	Liability Insurance (All stalls)	Hygiene Certificate (Catering stalls)	PAT test Certificate (Electrical equipment)					
Market Fees Please Circle:	Marquee space No power. £35 (Inc. VAT) (Inc. 1 x 6ft Table & Chair)	Marquee space with power. £40 (Inc. VAT) (Inc. 1 x 6ft Table & Chair)	Own gazebo in mill yard - no power. £35 (Inc. VAT)	Catering stall in mill yard, with power. £50 (Inc. VAT)					
All Markets 10am – 4pm (Load in / Access from 8am – Load out from 4pm)									
Antiques & Vintage Fair: (Please circle as required)	Mar 5th		May 7th		Jul 2nd		Sep 3rd		Nov 5th
Artisan Market: (Please circle as required)	Mar 19 th	Apr 16 th	May 21 st	Jun 18th	Jul 16th	Aug 20th	Sep 17th	Oct 15th	Nov 19th
Total Cost to be invoiced: (Please indicate how many dates you'd like on one / each invoice)	**Pay for 5 or more markets in a single payment and receive a 10% discount**								
Name & Address: (Used for invoice)									
Payment Method: (Please indicate choice)	Bank transfer			Card or Debit Payment			Cheque		
	PLEASE NOTE: If your application is successful, you will be sent an invoice including our payment information. Please do not make payment until you have received an invoice, (Please quote / add the Invoice number and surname as reference).								
Signature									
For Office use	Documentation Received Y / N	Added to Clarity Y / N	Invoiced Y / N	Fee Received Y / N	Staff Initial				

Cromford Mills Stall Risk Assessment

Task/Operation:	<i>Market Stall at Cromford Mills</i>		
Full name: (Business name if applicable)			
Signed:		Date:	
General Housekeeping	<ul style="list-style-type: none"> • All areas around stall to be kept tidy. • Goods stored properly. • No trailing leads / trip hazards • Clean any spillages immediately. • Avoid overhanging items. 		
Manual Handling	<ul style="list-style-type: none"> • Items to be boxed in manageable sizes. • Seek assistance for moving larger / heavier items. • Avoid sharp edges. 		
Electrical	<ul style="list-style-type: none"> • All portable electrical equipment must be PAT tested. • Access to power provided by Arkwright Society. • No petrol / Diesel generators. 		
Fire	<ul style="list-style-type: none"> • No naked flames to be used, including candles and paraffin lamps. • Fire exits to be kept clear and free from obstruction. 		
Movement of vehicles	<ul style="list-style-type: none"> • No vehicles in the mill yard between 10 am and 4pm. • Emergency access routes must not be obstructed at any time. • 5mph max in the mill yard. • Maximum of 5 vehicles in the mill yard at any one time. 		
Water Hazard	<ul style="list-style-type: none"> • Stalls away from the watercourse, designated by Arkwright Society staff. 		
Weather / Wind	<ul style="list-style-type: none"> • All external stalls to be secured with suitable weights in poor weather conditions. • In severe weather conditions - No external stalls permitted. 		
Additional Information (Inc. Electrical equipment)			
COVID-19 Precautions (Dependant on Government guidance)	<ul style="list-style-type: none"> • Track and trace system on arrival. • Free hand sanitiser available to the public upon entry / exit • Face covering / mask / visor to be worn. • Clean equipment and surfaces with disinfectant. • Washing hands with soap and water / hand sanitizer regularly. • Safe stall spacing and social distancing to be maintained. • Work back-to-back or side-to-side, always social distanced. • Ask customers not to touch items before purchase. • Contactless payments where possible. • Additional covers / protection for consumables / foodstuffs. 		

Cromford Mills Terms & Conditions

By applying and standing at any event, you agree to the following terms and conditions.

BOOKING & DOCUMENTATION

- A completed booking form, Stall risk assessment and Public Liability Insurance are required to place a booking.
- If requested, you must provide an additional risk assessment specific to your stall to ensure that health and safety measures are in place.
- The risk assessment must be agreed with the Events Manager prior to the event and amended if necessary.
- Electrical equipment must be detailed on the Stall risk assessment.
- Equipment must be PAT tested (Portable Appliance Testing) and current certificates/stickers available for inspection.
- We cannot permit the sale of alcohol for consumption at an event unless prior permission has been granted in writing by the Events Manager. In some instances, you may be required to obtain a *Temporary Event Notice*. In this case, the Events Manager must be informed prior to application and a copy of all relevant documentation forwarded prior to the commencement of the event.
- **PLEASE NOTE: If / once your application is successful, you will be sent an invoice for payment.**
- We will contact you if there are any issues with your booking form / application.
- Where possible payment is required two weeks prior to each market.
- The Arkwright Society reserves the right to refuse an event booking.

INSURANCE & LIABILITY

- You must hold Public Liability Insurance (including product liability where appropriate) and confirmation of this cover (a photocopy of the certificate) must be attached with your booking form. The indemnity limit should not be less than £5 million.
- Stallholders shall indemnify The Arkwright Society from and against actions, costs, losses (including legal fees), claims or demands in respect of any accident, damage, injury or death to any person or property arising directly or indirectly from the stallholder's actions, omissions, or negligence.
- It is the responsibility of the stallholder to check any tables supplied by The Arkwright Society are correctly and safely set up. The Arkwright Society cannot be liable for any breakages.
- We do not accept any liability for any damage, loss, or injury to any member of your party, vehicles or possessions.
- Stallholders are responsible for the safety of their stand including liability for all claims arising out of handling of objects.

CONDUCT

- The Events Department must be informed of any breakage or damage to the building, fixtures or fittings immediately. If such damage or breakage is deemed by the Arkwright Society to be due to the action of a group member, the organisation or individual will be liable for any loss or damage.
- Where group or individual behaviour is deemed to be unreasonable by the Arkwright Society, the event booking may be terminated. Under such circumstances the group will be required to leave immediately.
- Cromford Mills operates a no smoking policy including e-cigarettes.
- Animals are not permitted as part of an event unless prior permission has been granted in writing by the Events Manager who must be notified in writing with full details.
- Vehicles are permitted to drive into the mill yard to unload but must vacate prior to the event commencing. Vehicles may be brought back into the mill yard only after the event has finished unless prior permission has been granted by the Events Manager.
- Stallholders are requested not to pack up until the specified closing time of the event.
- Fire escape routes and access for emergency vehicles must not be compromised at any time.
- The Arkwright Society reserve the right to move the position of a stallholders stand without prior notice.

CANCELLATION

- Cancellation of an event booking must be made in writing and will be effective on the date it is received by the Events Department.
- Cancellation with less than one weeks' notice will be ineligible for refund.
- **Any refund will be subject to an administration fee of £10.00 plus VAT**
- The Arkwright Society reserves the right to cancel bookings if booking conditions are not observed.
- In exceptional circumstances it may be necessary for the Arkwright Society to cancel your booking. Should this happen, we will offer an alternative date or a full refund (No administration fee).
- The Arkwright Society will not be liable for any additional costs, losses or expenses resulting from any cancellation of the event or any change to its time, date, and venue. This includes cancellation due to adverse weather conditions and the COVID-19 Pandemic.