



Cranleigh Lions Carnival & FUN DAY 24TH JUNE 2023 **Stalls, Side-Shows & Rides Standard Booking Conditions**

- Charges are payable in advance before 1st May**, and are non-refundable, other than in exceptional circumstances agreed by the Lions. In the event of wet weather, the Fun Day will still go ahead. Stall holders are responsible for providing their own tables and weather protection equipment.

Business: £50 per 4 metre frontage pitch, plus £10.00 per extra metre of frontage, **plus negotiated donation for those selling goods including food & drink, or providing rides.**

Charities, Local Sports Clubs and Voluntary Groups, “Home Worker / Independent Craft Stalls / Independent Small Trader as agreed with the Cranleigh & District Lions Club”: (Referred to as “Small Trader” on Booking Form)

£25 per 4 metre frontage pitch, plus £5.00 per extra metre of frontage.

All Stalls: Charges for all stall holders booking after 1st May will be subject to a £10 surcharge.

At the Lions discretion a booking on the actual day may be accepted, subject to a surcharge of £15.00 with the full charge paid in cash.
- The allocation of each individual pitch on Cranleigh Common will be allocated at the SOLE discretion of Cranleigh and District Lions Club. Space is limited and you will not be able to exceed the frontage booked without a further charge being made. As stated, measurement is for frontage but, in all cases, there will be room in depth for any reasonable sized stall, gazebo, tent or table etc. “Reasonable” means at the discretion of the Cranleigh & District Lions Club.

PLEASE NOTE ANY SOCIAL DISTANCE REQUIREMENTS REQUIRED BY THE GOVERNMENT DUE TO THE PANDEMIC WILL BE ADDED ON BY THE LIONS CLUB BUT ALL STALLS MUST STAY IN THEIR OWN ALLOCATED AREA
- Cranleigh and District Lions Club reserve the right to refuse admission, or to ask for any stall to be removed from the common.

This particularly applies to anyone setting up a Tombola or food stall without a confirmed booking for this type of stall.
- Unloading and setting up must be done from the common and definitely **NOT** from the access roads that lead to houses. After unloading and setting up, **ALL MOTOR VEHICLES MUST BE REMOVED FROM THE COMMON BY 9.45am & will not be allowed back until after the event closes at 5pm**, unless they form an integral part of the stall/display (e.g. Ice cream van). The keeping of stock or equipment in a vehicle **WILL NOT** be an excuse for keeping the vehicle on the common after 9.45am. Access to the Common will be in allocated road side entrances marked in sections “A” to “F” & will involve careful slow driving over the pavement & kerbside at your own risk. Waverley Borough Council allow stall holders to park on the “Bonfire Common” nearby.
- Detailed setting up instructions will be sent to stall holders with payment receipts, but allocated sites will not be notified until June, approximately 2 weeks before the event.
- Trading hours are from 10.00am to 5.00pm.
- The name of the organization must be **prominently displayed** on the stall.
- Any damage to the turf must be made good and **ALL RUBBISH MUST BE REMOVED BY STALLHOLDERS THEMSELVES**. Rubbish **must not** be dumped in the local council bins.
- Attendance, including access to the Common for set up & clear up, **is at the stall holders’ own risk** and Cranleigh and District Lions Club accept no responsibility for loss, injury or damage, howsoever caused.
- Holders of stalls which contribute a “public ride” or other physical activity, (e.g. Roundabouts, swings, bouncy castles etc.) must hold a valid Public Liability insurance certificate for at least £10 million and an appropriate safety certificate for the ride, valid for **WHEN THEY BOOK**. For other Stall Holders liability can be for £5m. **COPIES OF THESE DOCUMENTS MUST BE SENT WITH THE BOOKING FORM. This is a requirement of the local Council.** These documents must be with the Council by 8th May 2023 therefore we are unable to take bookings for rides after this date. All such rides must be supervised at all times by the stall holder’s own qualified operatives covered by the safety certificates. There is a specific “Stallholders Insurance” issued by Companies such as Event Insurance Services Ltd, or CMTIA Ltd, or there is NMTF, (National Market Traders Federation) membership scheme.
- The Environmental Health Officer will be notified of any stalls handling food including selling sweets or ice cream at least **42 days** prior to the event and such stalls must comply with the Food safety Act 2013 and any regulation or subsequent regulation made thereafter, as described in the Food Standards Agency Website **at the time of the event**. **For Charity events, a valid Health & Hygiene certificate is not required** by the Act. However, you are advised to check if your Insurance Company insists food is prepared by a certificate holder. In any event please print the relevant sections of the Act, pertaining to food safety for sale at a Charity event, to show any inspector to prove you know what the Act requires. This is the link

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

PLEASE do not issue food in environmentally unfriendly containers. For example, use serviettes & NOT polystyrene boxes, where possible use paper cups NOT plastic.