



Pitch Hirers Terms and Conditions

SAXILBY FAMILY FUN DAY 2025

Date: Saturday 30 August 2025

Opening hours: 11am - 4pm (set-up from 9am)

Location: Saxilby Public Recreation Field, William Street, Saxilby, LN1 2LP

Pitch size: Standard single pitch is 4m x 4m, unless otherwise agreed

1. Booking, Documentation & Eligibility

- **Booking confirmation:** Bookings are not confirmed until both a valid risk assessment and public liability insurance certificate (minimum £2 million) are received. These documents must be submitted no later than **Saturday 16 August 2025**. Failure to do so will result in cancellation of your booking with no refund.
- **Pitch inclusions:** Pitch hire includes space only. All equipment (e.g. gazebos, tables, chairs, and any other equipment) must be provided by the hirer. Electricity is not provided.
- **Surface type:** Pitch hirers should assume that pitches will be on grass unless otherwise advised. However, the event organisers reserve the right to allocate pitches on hard standing depending on demand and the event site plan.

2. Stall Set-Up & Operations

- **Set-up and breakdown:** Pitch hirers are able to set-up from 9am. All vehicles must be off-site by 10.45am. No vehicle movement is permitted between 10.45am and 4.30pm. Breakdown must not begin until after 4pm, and only once the public has vacated.
- **Staffing:** Stalls must be staffed during the full event hours (11am–4pm).
- **Waste:** All waste and packaging must be removed by the hirer. Failure to do so will result in a disposal charge and may affect future bookings.

3. Health & Safety

- **General safety:** Hirers are responsible for the safety of their stall, staff, equipment, and activities, including those impacting the public.
- **Structures and equipment:** All stall structures (e.g. gazebos) must be secure and checked regularly. All electrical items must be PAT tested and comply with current regulations. Please ensure all equipment is included in your risk assessment.
- **Generators:** Only silenced, enclosed generators powered by LPG or diesel are permitted (petrol generators are not allowed unless converted to LPG). Use of generator(s) must be declared in advance and included in your risk assessment. Relevant certification is required.

4. Food Traders

- **Eligibility:** Food traders must have a hygiene rating of 3 or above, display it on the day, and have had no prosecutions within the last 3 years.
- **Fire safety:** Must submit a fire safety-inclusive risk assessment and hold appropriate fire extinguishers (min. 2kg Dry Powder or 9L Water/AFFF to BS EN3). This will be checked on the day.
- **Self-sufficiency:** Food traders must bring their own water supply, manage their own waste, and comply with all submitted safety measures. Allergen information must be clearly displayed in line with Natasha's Law.

5. Conduct & Products

- **Products:** Only items in line with those listed in your application may be sold. Selling unauthorised items or sub-letting your pitch may result in immediate closure of your stall with no refund.
- **Behaviour:** All pitch hirers must conduct themselves professionally and respectfully towards event staff, other traders, and visitors. Failure to do so may result in removal from the event.