



Pitch Hirers' Terms and Conditions

SAXILBY FAMILY FUN DAY

DATE: Saturday 22 August 2026

OPENING HOURS: 12pm - 5pm (set up from 9am)

LOCATION: Saxilby Public Recreation Ground, William Street, Saxilby, LNI 2LP

Definitions:

- **Organisers:** Saxilby with Ingleby Parish Council
- **Pitch Hirer:** Any individual or organisation hiring a pitch
- **Standard Pitch:** A single pitch (4m width x 4m depth)
- **Food and Drink Vendor:** Any stall selling food or drink for consumption, including baked goods

A. Conditions applying to all pitch hirers

1. **HEALTH AND SAFETY:** As a pitch hirer, you hold an obligation to ensure the safety of everyone associated with your stand and those persons who may be affected by your activities.

2. **STALL STRUCTURES:** Please ensure all structures and fittings on stalls are adequate and safe and visually checked throughout the event.

3. **WASTE DISPOSAL:** Pitch hirers must take ALL their business waste/packaging away with them at the end of the day. Failure to do so may result in a bill for disposal costs and could affect future bookings.

4. **PUBLIC LIABILITY INSURANCE:** All pitch hirers must have public liability insurance with a minimum cover of £2,000,000. A copy of the certificate must be provided prior to the event. Trading without valid insurance is not permitted.

5. **PRODUCTS AND SUB-LETTING:** Pitch hirers may only sell or promote products and services declared on their application form. The pitch may not be sub-let, lent, or transferred to any other party without prior written permission from the organisers.

6. **PROFESSIONAL CONDUCT:** Pitch hirers are required to conduct themselves in a professional manner towards visitors, the event team, stewards, and other pitch hirers at all times. Failure to do so may result in removal from the event without refund.

6A. **ELIGIBILITY AND CONDUCT DECLARATION:** By submitting a booking, pitch hirers confirm that they, their organisation, and any associated individuals or partners are not engaged in, and do not have a history of, activities that could reasonably be considered to:

- Bring the organisers or event into disrepute
- Undermine public confidence in the event or organisers
- Conflict with the organisers' values or statutory responsibilities
- Involve unlawful, unethical, discriminatory, or otherwise inappropriate behaviour

The organisers reserve the right to refuse, cancel, or withdraw any booking at any stage where information becomes known that is inconsistent with these principles, or where continued participation could reasonably be considered detrimental to the event or its reputation.

7. **TRADING HOURS:** All stands must be manned at all times during the trading hours of the event.

8. **STAND BREAKDOWN:** No stand may begin to dismantle before **5pm**. No vehicles will be permitted onto the field until the area has been cleared of the public (from **5.30pm**). Pitch areas must be left clean and free of rubbish.

9. WEATHER CONDITIONS: The organisers accept no responsibility for weather conditions impacting on visitor numbers. In the event of cancellation due to adverse weather or safety concerns, pitch fees are non-refundable unless otherwise stated.

10. GENERATORS: Generators may only be used with prior approval from the organisers and must comply with the event's Generator Policy, available on request. Generator use must be included within the pitch hirer's risk assessment.

11. ELECTRICAL: All electrical equipment must comply with current legislation, be maintained in safe working order, and be included within the pitch hirer's risk assessment. Valid PAT certificates must be provided for all portable appliances. Electricity supply is not provided unless otherwise agreed at booking. Any additional electricity supply provided may incur an extra cost, which will be confirmed at the time of booking.

12. LPG: The use of LPG must be declared in advance and included within the pitch hirer's risk assessment. Only properly maintained equipment and cylinders may be used. The organisers reserve the right to prohibit LPG use where safety concerns are identified.

13. CAKES AND BAKED GOODS: Stalls selling cakes, cupcakes, brownies or other baked goods for consumption will be classed as Food and Drink Vendors, regardless of whether items are homebaked, commercially produced, or sold as part of fundraising. Community or charity stalls may include a small number of baked items as part of a wider fundraising activity at the discretion of the organisers. Where baked goods form the primary offer, the stall will be treated as a Food and Drink Vendor.

14. DEADLINES AND OVERSUBSCRIPTION: All bookings are considered provisional until the required documentation, including a risk assessment for the hired pitch and evidence of public liability insurance, have been received by the organisers.

Documentation should be submitted within two weeks of making a provisional booking. Bookings will not be cancelled during this initial two-week period. Where categories are oversubscribed, the organisers reserve the right to cancel provisional bookings **after the initial two week period and before 31 July 2026**, with a full refund.

All required documentation must be received by the organisers no later than 31 July 2026. Any bookings not fully documented by this deadline will be cancelled without refund.

15. SUSTAINABLE PRACTICES: Pitch hirers are encouraged to adopt sustainable practices wherever possible. This includes reducing single-use plastics, reusing or recycling materials, minimising packaging, and responsibly sourcing products. The organisers may provide guidance and suggestions, and appreciate all efforts to reduce the environmental impact of the event.

16. RAFFLES AND PRIZE DRAWS: Raffles or prize draws at the event are limited and must be approved in advance by the organisers. No other raffles, prize draws, or similar games of chance may be conducted or advertised on the day. The timing and organisation of any approved raffle will be managed in consultation with the organisers.

Any queries about raffles, prize draws, lucky dips, or other fundraising activities can be forwarded to the organisers. We are more than happy to discuss ideas and provide guidance to ensure activities comply with event rules.

17. PHOTOGRAPHY AND PROMOTION: The event may be photographed or recorded for promotional, publicity, and archival purposes. By attending and trading at the event, pitch hirers consent to the use of images or recordings in which their stall, products, or activity may appear for non-commercial promotional use, including social media, websites, printed materials, and press coverage. Pitch hirers wishing to opt out should notify the organisers in writing prior to the event.

B. Conditions for Standard Pitch Hirers

1. **PITCH SIZE:** Standard pitches measure **4m width x 4m depth**. Pitch hirers requiring additional space should book multiple pitches. Additional space cannot be accommodated on the day.

2. **PARKING AND VEHICLES:** Vehicle parking will be located at the rear of the field, on grass, away from stalls and pitches. One parking space is allocated per standard pitch. Additional vehicles may access the site for set-up but must be off-site by **11.45am**. No vehicle movement will be permitted on the field between **11.45am** and **5.30pm**.

3. **BOOKING CATEGORY AND CONFIRMATION:** Standard pitch hirers may self-select their category; however, the organisers reserve the right to request further information and to decline or recategorise bookings where appropriate.

Bookings are **not confirmed** until evidence of public liability insurance and a risk assessment has been received.

C. Conditions for Food and Drink Vendors

1. **PITCH SIZE AND VEHICLES:** Food and Drink Vendors must declare the total space required, including any vehicles, trailers, gazebos, generators, storage, or service areas. Space allocation is based solely on the information provided at application. Vehicles may remain on pitches only where this has been agreed in advance.

2. **APPLICATION REVIEW AND PAYMENT:** Food and Drink Vendors must submit details of their proposed offer for review. If successful, an invoice will be issued. Bookings are **not confirmed** until payment has been received and all required documentation has been approved.

3. **FOOD SAFETY AND COMPLIANCE:** Food and Drink Vendors must comply with all relevant food safety, health, and trading standards legislation.

- A minimum hygiene rating of **3 or above** is required and must be displayed.
- All allergens must be clearly declared (Natasha's Law).
- Vendors must declare any relevant prosecutions and must be free from food-related prosecutions within the last 3 years.