



Participation Terms and Conditions

SAXILBY FAMILY FUN DAY

EVENT DATE: Saturday 21 August 2027

OPENING HOURS: 12pm – 5pm [TBC]

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

DOCUMENTATION DEADLINE: 31 July 2027

Please read these terms and conditions carefully before confirming your participation.

These terms apply to all participants, including stallholders, traders, food and drink vendors, performers, demonstrators, workshop leaders, and activity providers. Participants must follow the general terms and any additional requirements relevant to their role. Where a participant falls into more than one category, all relevant requirements apply.

Definitions:

Organisers: Saxilby with Ingleby Parish Council

Pitch hirer: An individual or organisation hiring a pitch

Standard pitch: 4 metres wide x 4 metres deep

Food and drink vendor: A stall selling food or drink for consumption, including sweets, cakes, and baked goods

A. General Terms and Conditions

This section applies to all event participants.

1. Participation and conduct

- 1.1. Participation must be agreed in writing with the Organisers. Confirmation is subject to approval and receipt of any required documents, payments and information.
- 1.2. Participants must behave professionally and respectfully, follow reasonable instructions from the Organisers and event stewards, and ensure their activities are suitable for a family event.
- 1.3. The Organisers may refuse, cancel or withdraw participation where there are reasonable grounds to believe that a participant, their organisation or anyone involved in delivering their activity has engaged in unlawful, discriminatory, unsafe or otherwise inappropriate behaviour, or that their involvement could reasonably harm the event, the Organisers' reputation or public confidence in them. Decisions will be based on the information available at the time.
- 1.4. The Organisers may require a participant to leave the site if their behaviour is unsafe, disruptive or inappropriate. Taking part in one year's event does not guarantee participation in future events.

2. Health, safety and safeguarding

- 2.1. Participants must ensure their activities, equipment and working arrangements are safe, suitable for their intended use and properly maintained.
- 2.2. Participants must provide risk assessments and other safety information when requested by the Organisers. Appropriate fire safety precautions must be taken, including providing suitable fire-fighting equipment where identified by a risk assessment or required by the Organisers.

- 2.3. Additional safety requirements may apply to activities involving cooking equipment, LPG, generators, electrical equipment or other potential fire risks.
- 2.4. Anyone working with children, young people or vulnerable adults must follow appropriate safeguarding practices. Safeguarding concerns or incidents must be reported promptly to the Organisers.
3. Event photography and promotion
 - 3.1. The event may be photographed or recorded for promotional, publicity and archival purposes, including use on the Organisers' website, social media, printed materials and in press coverage.
 - 3.2. Participants concerned about appearing in identifiable photographs or recordings should contact the Organisers in writing before the event so that reasonable arrangements can be discussed.
4. Event changes, cancellations and fees
 - 4.1. The Organisers cannot guarantee visitor numbers, weather conditions or trading conditions. They may cancel, postpone or change the event, its schedule or arrangements for adverse weather, safety concerns, operational reasons or circumstances beyond their control.
 - 4.2. Participants must consider weather conditions when planning their attendance and ensure their activities, equipment and structures remain safe.
 - 4.3. Participants must notify the Organisers as soon as possible if they cannot attend. Participant cancellations do not automatically entitle them to a refund.
 - 4.4. Any pitch or participation fees paid to the Organisers are non-refundable if the event is cancelled, or a participant's attendance is affected, due to adverse weather or safety concerns, unless the Organisers decide otherwise.
 - 4.5. Any fees payable by the Organisers to performers or activity providers are subject to the payment arrangements agreed in writing. Where cancellation or changes affect a paid activity, the Organisers will confirm the payment arrangements in accordance with that agreement.
 - 4.6. The Organisers may amend arrangements or withdraw participation where reasonably necessary for safety, operational or other event-related reasons.
5. Agreement to these terms
 - 5.1. By accepting a booking or confirming participation, participants agree to follow these terms and any additional requirements relevant to their role.
 - 5.2. Failure to meet these requirements may result in a booking or activity being refused, cancelled or withdrawn.
 - 5.3. If you are unsure which requirements apply to you, please contact the Organisers before the event.

Contact: Laura Thompson (Administration Officer)

Email: admin@saxilbyparishcouncil.gov.uk

B. Pitch Hirer Requirements

This section applies to anyone hiring a pitch to sell, display or promote products, services or activities.

6. Pitch sizes, bookings and documentation
 - 6.1. A standard pitch measures 4 metres × 4 metres. Anyone requiring additional space must book multiple pitches; additional space cannot be guaranteed on the day.

- 6.2. Pitch hirers may only sell or promote products and services listed on their application. Pitches must not be sub-let, lent or transferred without the Organisers' prior written permission. The Organisers may request further information or change a booking category where appropriate.
 - 6.3. All pitch hirers must hold public liability insurance with minimum cover of £2,000,000 and provide evidence of cover and a risk assessment before the event. Trading is not permitted without valid insurance.
 - 6.4. Required documents must be submitted within two weeks of a provisional booking. Bookings remain provisional until all required documents have been received.
 - 6.5. Where a pitch category is oversubscribed, the Organisers may cancel provisional bookings after the initial two-week period and before 31 July 2027, with a full refund. All required documents must be received by 31 July 2027. Bookings that are not fully documented by this deadline may be cancelled without a refund.
7. Stalls, equipment and utilities
 - 7.1. Stall structures, gazebos and fittings must be safe, suitable for their intended use and checked regularly. Gazebos and temporary structures must be securely fastened using suitable weights or ground anchors appropriate to the ground conditions.
 - 7.2. Electrical equipment must be safe, properly maintained and included in the pitch hirer's risk assessment. PAT evidence must be provided where requested by the Organisers.
 - 7.3. Electricity is not provided unless agreed in advance. Additional electricity may incur a charge, confirmed at booking.
 - 7.4. Generators require prior approval, must comply with the event's Generator Policy (available on request) and must be included in the risk assessment.
 - 7.5. LPG use must be declared in advance and included in the risk assessment. LPG equipment and cylinders must be suitable, properly maintained and used safely. The Organisers may prohibit LPG use where safety concerns arise.
8. Waste and waste water
 - 8.1. Pitch hirers must remove all commercial waste generated by their pitch unless alternative arrangements have been agreed in advance. Public waste bins must not be used for commercial waste. Failure to comply may result in a charge for disposal costs and could affect future bookings.
 - 8.2. Waste water must not be discharged onto the event site, into surface water drains or into public gullies. Pitch hirers must remove and dispose of waste water appropriately unless alternative arrangements have been agreed in advance.
 - 8.3. Pitch hirers are encouraged to minimise waste, reduce single-use plastics and packaging, and reuse or recycle materials where possible.
9. Trading hours, parking and vehicle access
 - 9.1. Stalls must be staffed throughout the event opening hours, 12 noon - 5pm [TBC]. Dismantling must not begin before 5pm [TBC].
 - 9.2. Pitch hirers may use the designated parking areas, which are on grass and away from stalls and pitches. One parking space is allocated per standard pitch.
 - 9.3. Additional vehicles may access the site for set-up but must leave the event field by TBC. No vehicle movement is permitted on the event field between [TBC] and [TBC], unless expressly authorised by the Organisers for safety or operational reasons.

9.4. Vehicles must not re-enter the event field for breakdown until the public has cleared the area. Access is expected to begin from 5.30pm [TBC], subject to authorisation from the Organisers on the day.

9.5. Pitch hirers must leave their pitch clean and free of rubbish.

10. Raffles and prize draws

10.1. Raffles, prize draws, lucky dips and similar activities must be approved in advance by the Organisers, who will agree any necessary arrangements with the participant.

C. Food and Drink Vendor Requirements

This section applies to all stalls selling food or drink for consumption, including cakes, cupcakes, brownies and other baked goods.

11. Applications, insurance and documentation

11.1. Food and drink vendors must provide details of their proposed products, activities and total space requirements as part of their application. All applications are subject to approval by the Organisers.

11.2. Food and drink vendors must provide a risk assessment and evidence of public liability insurance with minimum cover of £2,000,000. Any other documents requested by the Organisers must also be provided.

11.3. Required documents must be submitted within two weeks of a provisional booking. Bookings remain provisional until all required documents have been received.

11.4. Where a pitch category is oversubscribed, the Organisers may cancel provisional bookings after the initial two-week period and before 31 July 2027, with a full refund.

11.5. All required documents must be received by 31 July 2027. Bookings that are not fully documented by this deadline may be cancelled without a refund.

11.6. A booking is confirmed only when the application has been approved and all required payments and documentation have been completed or received, as applicable. Vendors must not trade without valid public liability insurance.

12. Food safety and baked goods

12.1. Vendors must comply with all relevant food safety, hygiene and trading standards requirements, including food business registration where required, allergen information, labelling and safe food handling, preparation, storage and transport.

12.2. The Organisers may consider a vendor's food hygiene rating and relevant food safety concerns when assessing applications, and may request further information.

12.3. Stalls whose main offer is cakes or other baked goods must be booked as food and drink vendors, whether the items are homemade or commercially produced.

12.4. Community or charity stalls may sell a small number of baked goods as part of a wider fundraising activity without being classed as food and drink vendors, at the Organisers' discretion. All food sales must still comply with applicable food safety requirements.

D. Performers, Demonstrators and Workshop Leaders

This section applies to performers, demonstrators, workshop leaders and activity providers taking part in the event.

I3. Participation, scheduling and payment

- I3.1. Participation and activity times must be agreed in writing with the Organisers. Contributors must arrive in good time, follow the agreed schedule and notify the Organisers as soon as possible if they cannot attend. Failure to attend without reasonable notice may affect future invitations.
- I3.2. The Organisers may change or cancel activities for weather, safety, operational or programming reasons.
- I3.3. Where a fee has been agreed, payment will normally be made by bank transfer after the event, unless otherwise agreed in writing. No advance payment will be made unless explicitly agreed in writing.
- I3.4. Unpaid participation does not entitle contributors to financial compensation. Alternative support or recognition, such as promotion or display of leaflets, may be discussed where appropriate.

I4. Activity safety, insurance and equipment

- I4.1. Contributors must deliver their activities safely, maintain suitable equipment and provide risk assessments or other safety information when requested.
- I4.2. Public liability insurance with minimum cover of £2,000,000 may be required, depending on the nature and risks of the activity. Proof must be provided if requested. The Organisers will determine the insurance requirements.
- I4.3. Contributors who also hire a pitch must meet the pitch hirer requirements in Section B.
- I4.4. Space, access, power, equipment and other special requirements must be agreed in advance. Contributors are responsible for providing, transporting, setting up and looking after their own equipment unless otherwise agreed. Potential hazards and requirements involving power, structures or cooking equipment must be declared in advance.

I5. Parking and vehicle access

- I5.1. Parking is limited. Reserved spaces may be available by prior agreement, particularly for contributors who need to load or unload equipment or cannot stay for the full event. A space cannot be guaranteed.
- I5.2. Overflow parking may be available at the Organisers' Mill Lane site. Contributors must confirm arrangements in advance. Car sharing is encouraged.
- I5.3. No vehicle movement is permitted on the event field between [TBC] and [TBC], unless expressly authorised by the Organisers for safety or operational reasons.

Thank you for helping us deliver a safe and welcoming Saxilby Family Fun Day.