



Coronation Jam - Sunday 7 May 2023 Crafters Market Booking Form

Name of Business/Organisation	
Contact Name	
Contact Address	
Contact Telephone Number	
No of Pitches	
Please circle Type of Pitch	Undercover Pitch - £15 Own Gazebo - £10 Registered Charities with Own Gazebo – Free
Type of Stall	
Please circle Payment Type	BACS Cheque Cash

Payment can be made via BACS to Leiston-cum-Sizewell Town Council
Co-Operative Bank: Sort Code: 08-90-83, Account Number: 61069255, Ref: Coronation.
Payments can also be made via cash/cheque (cheques to be made out to Leiston-cum-Sizewell Town Council) and enclosed within this booking form and sent back to
Coronation Jam, Council Offices, Main Street, Leiston, IP16 4ER or email to:
assets@leistontowncouncil.gov.uk

All booking forms to be returned by 24 April 2023 and will work on a first come first served basis – please return all forms either by post: Coronation Jam, Council Offices, Main Street, Leiston, IP16 4ER or email to: assets@leistontowncouncil.gov.uk

Please be sure to read the Terms and Conditions on the back of this form, before returning your form.



Terms & Conditions

- i. Stallholders participate in this event at their own risk.
- ii. Insurance: Where required, stallholder must hold, and provide evidence of Public Liability Insurance. All stalls selling food must provide evidence of Food Hygiene inspection.
- iii. Stallholders may only sell the goods that have been approved by the Event Management Team and that are listed on the Booking Form. **ALCOHOL IS NOT PERMITTED for sale or consumption on the recreation ground. *VictoryPark is a designated no alcohol zone.*
- iv. All stall pitches **MUST** be booked in advance. The Event Management Team reserves the right to refuse admission or participation in the Coronation Jam event without being required to provide a reason.
- v. The location of stalls will be decided by the Event Management Team whose decision is final. Every endeavour will be made to accommodate the individual needs of stall holders, while ensuring emergency access and public safety at all times.
- vi. Stall holders are expected to supply all of their own equipment including, but not limited to, gazebos, tables, chairs. Gazebos must be appropriately weighted and/or pegged to the ground to prevent movement in high winds. All equipment used must have had the relevant safety checks.
- vii. Stalls must be set up and ready for trading by 12noon and manned throughout the day until 4pm.
- viii. Stallholders are not permitted to close down or pack up during the event opening hours (12noon – 4pm)
- ix. Stall holders must keep their stalls and the surrounding area clean and tidy, and must sort, bag and tie their rubbish at the end of the evening.
- x. Stallholders are allowed vehicular access to their stall area, for set up etc..., from 9am until 11am. Some vehicles may be kept behind stalls if space allows, otherwise the vehicle may be parked at the Waterloo Centre. Vehicle access will be made available for de-rigging from 4pm, each vehicle will be escorted on and off the park, no vehicle must enter or exit the park without being escorted. The Event Management Team reserves the right to ask for any vehicle to be removed from site for the safety of the event attendees.
- xi. All fees are non-refundable, unless the event is cancelled by ourselves.
- xii. All pitch fees are to be paid to Leiston-cum-Sizewell Town Council no later than Monday 01 May. Late payment will result in your pitch being cancelled and allocated to another stallholder.
- xiii. Failure to comply with these terms and conditions will result in the Event Management Team withdrawing pitch allocations.
- xiv. We request that all stall holders comply with these Terms and Conditions are part of their attendance at the event.