



# Cowley Road Carnival 2018

## Trading Terms and Conditions

By signing and submitting the Stall Application Form you agree to these terms and conditions and any subsequent updates. The organisers reserve the right to update these terms and conditions when necessary. The latest version can be found on the website: [www.cowleyroadcarnival.co.uk](http://www.cowleyroadcarnival.co.uk)

### Site Restrictions

1. Pitch location is allocated in advance by Cowley Road Works (The Organiser). The Organiser reserves the right to reallocate stalls, if essential for operational reasons or if traders arrive late.
2. Traders must keep within the confines of their pitch and must not move any street furniture, or they will forfeit their Environmental bond.
3. No vehicular movement will be permitted on site during carnival trading hours (with the exception of essential production and emergency traffic). Any stallholders arriving after 10:00 may be turned away and forfeit any fees paid.
4. Traders will be held responsible for any persons coming on site to deliver to or service their stall. Deliveries are not allowed during event hours and you must ensure that you have sufficient stock at your stall before vehicle restrictions apply.
5. Trading will be from 11:00 until 17:00.
6. Stall holders must remain at their pitch and active until the close of the carnival.
7. Dismantling of equipment may not take place until the close of the carnival and the site has been cleared of public. The site must be completely vacated by 20:00 or by such time as advised by the Event Safety Officer.
8. Subletting any part of the stall is not permitted.
9. All vehicles that are brought onto site are done so at the owner's risk and must be suitably insured. The Organiser cannot accept responsibility for any loss or damage to stall holders' goods or equipment that may occur during the carnival.
10. Parking for traders' vehicles will be provided. Please respect your allocated area and do not litter.
11. Waste water must be put in containers and not poured on the ground. Traders are responsible for keeping their area tidy including frontage and preparation area. All rubbish should be placed in the appropriate recycling/composting bins/skips. **Failure to clean your area or damage caused to your area will result in the forfeit of your Environmental Bond and possible additional costs.**
12. Disposal of materials such as waste cooking oil, hot barbecue coals and unsold food etc... must be carried out in a manner which does not cause damage to any part of the event site

Cowley Road Carnival is produced by Cowley Road Works,  
c/o Pegasus Theatre, Magdalen Road, Oxford, OX4 1RE.  
Company Number 6181276, Charity Number 1118902

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including drain points, refuse points or road surfaces. Damage caused to the highway, road surface, street furniture or drains through incorrect siting of equipment will be the responsibility of the trader and any remedial works and their associated costs will be charged to the trader.

13. Power for traders will be provided by The Organiser and there will be a charge for this, and must be requested and paid for before the event. Traders are not permitted to bring generators on site for health and safety reasons.
14. All electrical equipment on site must have been tested and have a current safety certificate (e.g. PAT Certificate).
15. The Organiser reserves the right to refuse access to power if your equipment or cables are not fit for use.
16. No animals to be allowed on site at any time, with the exception of guide dogs.
17. No music to be played without prior agreement with The Organiser.
18. Cowley Road Carnival is an environmentally friendly event and stallholders are strongly encouraged to use recyclable packaging.

### **Payment Terms**

19. Once application is approved, full payment is required by 28th May 2018.
20. Any requests for cancellation of stall bookings must be received in writing. If notice of cancellation is received after 09.00am on 29th May 2018, no refund shall be given.
21. Failure to attend the event will result in the full cost being incurred. No refund shall be given.
22. Environmental bond deposits will be returned between 2 – 6 weeks after the event. This is to allow time for the City Council to report on any damage or loss.

### **Health and Safety**

23. Traders must comply with all current Health, Safety and Hygiene requirements of Oxford City Council. Traders are not permitted to start trading until they have been given the go ahead by the Event Safety Officer, following a Health and Safety Inspection.
24. Emergency access routes will be established into the main site and must be kept clear of traffic and obstacles at all times.
25. All traders will be required to provide the following copies once their stall application has been approved and no later than 28<sup>th</sup> May 2018:
  - Certificate of Employer and Public Liability / Product Liability Insurance to a minimum of £5 million. Likewise, traders are responsible for ensuring contractors delivering to, or working at, their stall is insured to a minimum of £5 million.
  - Risk Assessment
  - Health and Safety Policy document (required if you employ five or more people)
  - photo ID and names of all traders/ staff attending
26. Food traders are also required to provide the following, together with completion of the Oxford City Council Event Catering form, no later than 28<sup>th</sup> May 2018:

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- Basic food hygiene and safety certificates.
- HACCP (Hazard Analysis Critical Control Points) System or Food Safety Management System, e.g. SFBB pack.
- All gas appliances require a Portable Gas appliance certificate issued within the last 12 months by a competent approved contractor.
- PAT Certificates for any electrical equipment to be brought on site.

## **Fire Safety**

27. No open fires are allowed on site.
28. No generators are allowed on site.
29. Ensure that there are adequate exit points from your stall in the event of a fire. You must provide appropriate safety equipment (fire blankets, H2O and CO2 fire extinguishers) – to the satisfaction of the Event Safety Officer, all tested within the last 12 months. All staff should be trained in the event of a fire, and all structures and drapes must be durable flame-proofed to BS3120.
30. Traders are only allowed to bring one spare container of bottled gas (LPG) on site and this shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas containers used must be kept outside any structure and secured to stakes or other to ensure it cannot fall over.
31. Traders are required to keep both the area in front of their stalls as well as the back of their market space tidy and free of rubbish.
32. Traders must comply with the terms of Oxford City Council's licence conditions and to cooperate with their officials, and the Event Management personnel.
33. Liability disclaimer: Cowley Road Works, their servants or agents will not be responsible for any accident, loss or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the carnival site, or whilst entering or leaving the site. Please ensure all stallholders and helpers are vigilant. Cowley Road Works is not responsible for the effects on the level of trade caused by weather or any other unforeseen circumstances.

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