

**SEWERBY HALL
AND GARDENS**

**APPLICATION FOR TRADE STAND SPACE (“the stand”)
2017-18**

Special event (“the Event”):

Name of company/owner (“the Trader”):

Address:

.....

Post Code: Tel. No:

Date and time of arrival:

Date and time of departure:

Number in party:

Insurance Company:

Current Policy/Membership No: (Copy enclosed see condition 16)

Full description of Trade Stand and Goods (including size of trailer or pitch, number of vehicles etc.):
.....

FEE PAYABLE: £60 per day per stand

Cheques payable to: East Riding of Yorkshire Council (ERYC)
Send to: Sewerby Hall and Gardens,
Church Lane, Sewerby, Bridlington, YO15 1EA
Tel: (01262) 673769
Email: sewerby.hall@eastriding.gov.uk

WE UNDERSTAND THAT NO LIABILITY FOR DAMAGE OR LOSS OF PROPERTY OR INJURY TO PERSONS WILL BE HELD AGAINST EAST RIDING OF YORKSHIRE COUNCIL AND I/WE WILL COMPLY WITH THE CONDITIONS SHOWN ON THE REVERSE OF THIS FORM.

Date: Signed:

Print name:

FOR OFFICE USE ONLY

Date received: Fee enclosed:

Stand number allocated: Location:

Booking confirmed:

Clock Tower Cafe notified:

1. The Trader must complete the application form and forward it to the Sewerby Hall and Gardens at the address shown no later than 14 days prior to the event.
2. All persons, who have entered the Stand and fail to exhibit, shall forfeit all fees and charges paid on making their entries and the Stand, which has been allotted to them.
3. Traders are not to sub-let the Stand or any portion of it.
4. Applications for the Stand shall be dealt with by East Riding of Yorkshire Council ("the council") in accordance with its usual procedures and it shall determine the area and position of the Stand at its discretion. The Stand shall be strictly confined to the area allotted and paid for.
5. The Stand shall be erected by the Trader by 10am on the day of the event.
6. No private motor vehicle may remain in the area set aside for the event ("the Event Area") during the time that the event is open.
7. No turf shall be lifted by the Trader except where absolutely necessary, in which case; permission shall be first obtained from the council. The cost of reinstating and making good any damage caused to the event area by the Trader will be paid by the Trader.
8. The council, its officers or servants, shall not be responsible for any accident, damage or loss, howsoever caused, that may occur to the Trader or his servants, or any article, animal or property brought to the event area or any other land of the council. The Trader shall be solely responsible for any loss, injury or damage that may be done to or occasioned by or arising from any machinery or other article, animal or property exhibited by him. It is a condition of entry that the Trader shall indemnify and hold blameless the council from and against all actions, expenses and claims on account of any such damage or injury.
9. The Trader shall remove the stand immediately after the closing of the Event. If the Stand is not removed the council may move it at the risk and expense of the Trader.
10. The council will not be responsible in any way for any claim for compensation or otherwise with regard to the holding or cancellation of the Event, or for anything out of or connected with it.
11. The Trader must place all rubbish, which arises from the operation of the Stand in the refuse bag provided by the council. The refuse must then be placed in the receptacles provided by the council.
12. If a generator is to be used to provide electricity, the Trader must engage a qualified electrician to connect and check the wiring in accordance with current IEE regulations. Any certificate required to be issued, particularly as regards the safe connection of all electrical equipment, shall be given by the Trader to a duly authorised officer of the council before the generator is used.
13. If any fairground rides are to be provided by the Trader, then before any ride is used, an inspection certificate as required by the Fairgrounds and Amusements Parks Code of Safe Practice issued by the Health and Safety Executive ("The Code") shall be given to a duly authorised officer of the council. In all respects, the erection, siting and operation of the rides shall comply with the Code. Details of the proprietary name of any ride shall be given to the council with this completed form.
14. In the event that the Stand is used for any purpose that may give rise to a fire risk, the Trader shall have available an appropriate fire extinguisher recently tested and approved and having marked on it instructions for use.
15. The Trader will immediately comply with all instructions issued on behalf of the council in the interests of Health and Safety.
16. The Trader will produce to the council, prior to the erection of the Stand, details of its public liability insurance, which shall be at least £5million in respect of any one claim, together with a copy of the receipt for the current premium paid.
17. The Trader must sign and agree to the relevant parts of the Room Hire Terms and Conditions.