**Contact Information**

Please take the time to fill in the application form below. Application forms must be returned by June 30, 2023. You will hear from The Events Team if you have been successful in booking by July 7 2023 at the very latest.

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| **Contact Details**  |
| Company name: |  |
| Contact name: |  |
| E-mail address: |  |
| Telephone number: |  |
| Website: |  |
| Social Media: |  |
| Postal address: |  |
| Mobile Phone number: |  |
| **About your products** |
| What type of products do you sell?*Please be specific & provide as much detail as possible as we try to avoid having too many stalls selling the same thing* |  |
| Approximate price range of products. Please also indicate the most common price range of the products you will sell.  |  |
| Are you a charity or linked to one? If linked to one which charity is it that you support? |  |

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| **Stalls** *Stalls are 2m wide and x 1m deep.* |
| Will you use the Cathedral’s tables? We have a limited amount of Cathedral tables available for hire. The fee for hiring a table will be £15.*Your own table must fit comfortably within the footprint of your stall and be no longer than 1.8m*  |  |
| Has your equipment been PAT tested?*Equipment must be PAT tested, even if it is battery run.* |  |
| **Other display equipment***Please use this section to let us know any other display equipment you wish to bring. All equipment must fit comfortably within the footprint of your stall (2m wide x 1m deep). Please note it is not possible to affix anything to the historic walls/columns of the Cathedral Cloisters.*  |
| What other display equipment do you intend to bring? Please give dimensions |  |
| **Accessibility** |
| Do you have any access requirements?  |  |
| **Legal***If your application is successful, we will ask you to provide the following documentation. Please confirm in advance that you will be able to provide this.*  |
| Public Liability Insurance |  |
| Product Liability Insurance |  |
| Hygiene certificate (where appropriate) |  |
| PAT Testing Certificate (where appropriate)  |  |
| Signed  |
| Please use the following space to provide information for use on publicity material and on the website*Please use no more than 50 words and no more than 3 pictures – it is best to include guidelines of prices and a contact email or website address for your company if available.* |

St Edmundsbury Cathedral is committed to respecting your privacy and protecting your personal information. All information submitted within the form will be processed in compliance with GDPR regulations. Please refer to the St Edmundsbury Cathedral Privacy Notice for further details: https://www.St Edmundsburycathedral.org.uk/contactus

**Terms and Conditions**

**By completing an application form you agree to our Terms and Conditions**

1. Application, Selection and Payment
	1. Contact details and information regarding your stalls must be submitted by 30 June.
	2. All invoices must be settled in full within 7 days of issue.
2. Facilities and Equipment
	1. All stalls will be located in the Cathedral Cloisters. The exact location of your stall will be determined by St Edmundsbury Cathedral and this decision is final.
	2. Your stall must not exceed the dimensions set by St Edmundsbury Cathedral. This is essential for fairness on other stallholders.
	3. No additional display equipment will be allowed unless it is pre-booked.
	4. No equipment is to be dragged across the floor and any additional display equipment must stand on suitable rubber type matting.
	5. Nothing is to be fixed to the Cathedral fabric.
	6. Traders and stall holders are to ensure that all displays are stable with no risk of them falling and causing injury or damage.
	7. The stall area must be left in the same condition as found.
	8. Any damage caused should immediately be reported to a member of the Cathedral staff. The cost of repairing the damage may be charged.
	9. All electrical equipment must be PAT tested; this includes battery operated equipment.
	10. Portable gas appliances, flammable products and open flames are not to be used.
	11. Arrangements for delivery of products shall be on the day only.
	12. Private car parking at St Edmundsbury Cathedral is not available.
	13. Traders are responsible for all personal belongings, stock and equipment. St Edmundsbury Cathedral accepts no responsibility for any personal belongings, stock or equipment damaged or stolen.
	14. All refuse and waste generated will need to be cleared away at the end of the event. We encourage recycling of waste where possible.
3. Cancellations
	1. If the trader terminates the booking, the following cancellation charges will apply:

• Within 7 days – 100% of stall fees

• Within 8-28 days – 50% of stall fees

• Within 29- 60 days – 25% of hire charge

* 1. All cancellations should be made in writing.
	2. In the event of a non-Covid national or global event which has a direct impact on the operational delivery of St Edmundsbury Cathedral, Chapter can cancel and/or postpone and/or curtail any event with immediate effect that has an adverse effect on the mission of the Cathedral to serve the people & Diocese of St Edmundsbury.
1. General
	1. Please be mindful of other traders.
	2. St Edmundsbury Cathedral will promote the Summer Fair extensively through traditional and digital marketing and our networks.
	3. St Edmundsbury Cathedral accepts no responsibility for footfall to the Summer Fair.
	4. Smoking is not permitted anywhere within the footprint of the Cathedral and its grounds.
	5. Users of the Cathedral premises are subject to the authority of the Dean and/or an officer or a member of the Cathedral Chapter.
	6. In the event of an emergency follow the instructions by Cathedral staff and/or members of the emergency services.
	7. This agreement shall be governed by English Law.
	8. No variation of these terms and conditions shall be effective unless agreed in writing with
	St Edmundsbury Cathedral.
	9. No forbearance shall amount to a variation or waiver of these terms and conditions without prior written agreement.