

Vendor Terms & Conditions

Farnley Community Centre

Old Farnley & District Community Association trading as Farnley Community Centre
Hillside Hall, Cross Lane, Farnley, Leeds, LS12 5AA

These Terms & Conditions apply to vendors participating in markets and similar events organised by Farnley Community Centre. They are intended to provide a clear and consistent framework for booking, operating and participating as a vendor.

1. Application and Acceptance

1. Completion of a vendor registration or Expression of Interest form does not guarantee a stall. Applications will be reviewed by the event organisers and vendors will be notified if their application is accepted.
2. The organisers may consider the suitability and balance of vendors, the products or services proposed, available space, event theme and operational or safety considerations when allocating stalls.
3. By submitting an application and, where applicable, accepting a stall offer, the vendor confirms that the information supplied is accurate and complete.

2. Booking and Payment

4. Once a stall has been confirmed, payment must be made by the date specified by the organisers to secure the space.
5. Failure to pay by the stated deadline may result in the stall being reallocated.
6. A stall is not confirmed until the organisers have confirmed acceptance and, where a fee applies, payment has been received or an alternative arrangement has been agreed in writing.

3. Stall Allocation and Space

7. Stall locations will be allocated by the event organisers to maintain a safe, practical and balanced event layout.
8. Requests for particular locations may be considered but cannot be guaranteed.
9. Vendors must operate entirely within the space allocated to them and must not encroach on neighbouring pitches, walkways, entrances, emergency access routes or other communal areas.
10. The organisers may require a vendor to alter the position or layout of their stall where reasonably necessary for safety, access or event management.

4. Arrival, Setup and Pack-Down

11. Vendors will be advised of arrival, setup and pack-down times before the event. Early access is not permitted unless expressly agreed.
12. All stalls must be fully set up and ready to trade by the event opening time and should remain open until the designated closing time unless the organisers agree otherwise.
13. Vehicles must not obstruct access routes and vendors must follow any loading, unloading or parking instructions issued by the organisers.
14. At the end of the event, vendors must remove their equipment and stock and leave their allocated area clean and free from waste.

15. The organisers may seek reasonable recovery of costs arising from damage to the venue or excessive waste caused by a vendor.

5. Equipment, Gazebos and Electricity

16. Vendors are responsible for providing their own tables, gazebos, display equipment and other equipment unless otherwise agreed in writing.
17. Gazebos and temporary structures must be stable, suitable for the conditions and securely weighted or otherwise secured. Vendors are responsible for providing suitable weights unless the organisers have agreed to provide them.
18. The organisers may require a gazebo or other equipment to be removed or altered if they consider it unsafe or unsuitable for the conditions.
19. All electrical equipment must be suitable for the intended environment, in good working order and appropriately maintained. Where PAT testing or other safety certification is applicable, vendors must be able to provide evidence on request.
20. Cables must be routed and protected so that they do not create trip hazards or obstruct pedestrian routes.
21. Generators may only be used with prior approval from the organisers and must be suitable, safely operated and positioned so as not to create unacceptable noise, fumes, fire or other risks.
22. Vendors must declare any significant electrical, heating, cooking or other equipment requirements in advance where requested by the organisers.

6. Food and Drink Vendors

23. Vendors selling or preparing food or drink must comply with all applicable food safety and local authority requirements.
24. Where applicable, vendors must hold the required food business registration and be able to provide evidence of relevant food hygiene information or certification on request.
25. Food must be stored, prepared, cooked and served safely and in accordance with applicable Food Standards Agency guidance and the vendor's food safety procedures.
26. Appropriate allergen information must be available where required.
27. Suitable handwashing facilities, cleaning arrangements and protective measures must be provided where required by the nature of the food operation.
28. Vendors intending to cook or use heating equipment must notify the organisers in advance and comply with all applicable fire and equipment requirements.

7. Insurance and Documentation

29. All vendors must hold appropriate Public Liability Insurance of not less than £5 million unless an alternative limit has been expressly agreed in writing by the organisers.
30. Evidence of insurance must be provided upon request and may be required before a vendor is permitted to trade.
31. Vendors using specialist equipment, gas/LPG, cooking equipment or other regulated or higher-risk equipment must provide relevant safety documentation or certification where requested.
32. Vendors remain responsible for ensuring that any licences, registrations, permissions or certifications required for their own business or products are in place.

8. Conduct and Compliance

- 33. Vendors must act professionally, courteously and respectfully towards visitors, volunteers, staff, organisers and fellow traders.
- 34. Abusive, threatening, discriminatory, offensive or disruptive behaviour will not be tolerated.
- 35. Illegal activity is prohibited.
- 36. Products, promotional material and activities must be appropriate for the particular event and, unless otherwise stated, suitable for a family-friendly community setting.
- 37. Vendors must comply with reasonable instructions issued by the event organisers or designated safety personnel.

9. Prohibited or Unapproved Activities

- 38. Vendors must not sell or promote goods or services materially different from those described in their application without prior approval.
- 39. Subletting, selling or transferring a stall to another person or business is prohibited without prior written approval.
- 40. The use of LPG, generators, naked flames, cooking equipment, heaters or other potentially higher-risk equipment requires prior notification and, where requested, approval from the organisers.
- 41. The organisers may prohibit any item, activity or display that they reasonably consider unsuitable, unsafe, unlawful or inconsistent with the event.

10. Cancellations, Non-Attendance and Weather

- 42. If a vendor cancels, any refund will be dealt with in accordance with the event's stated cancellation arrangements or, where none have been stated, at the discretion of the organisers.
- 43. If a vendor does not attend the event without prior notice, no refund is normally payable.
- 44. The organisers may cancel, postpone, alter or suspend an event where required because of severe weather, safety concerns, venue issues, public authority requirements or circumstances beyond the organisers' reasonable control.
- 45. Where an event is cancelled, the organisers will communicate the arrangements to vendors, including any applicable refund or transfer arrangements.

11. Right to Refuse or Remove

- 46. The organisers reserve the right to refuse a booking or require a vendor to cease trading or leave the event where the vendor breaches these Terms & Conditions or the Vendor Health and Safety Requirements.
- 47. This may include circumstances where required insurance or documentation is not provided, equipment is considered unsafe, the vendor fails to follow reasonable safety instructions, or their conduct is inappropriate or disruptive.
- 48. Where a vendor is removed because of a breach of these Terms & Conditions or safety requirements, a refund will not normally be payable.

12. Liability and Personal Property

- 49. Vendors are responsible for their own stock, equipment, displays, vehicles and personal property and should take reasonable steps to secure them.
- 50. Vendors are responsible for the activities of their own staff, representatives and assistants.

51. Farnley Community Centre and the event organisers do not accept responsibility for loss, theft or damage to a vendor's property except where liability cannot lawfully be excluded.
52. Nothing in these Terms & Conditions is intended to exclude or restrict any liability that cannot legally be excluded or restricted.

13. Data Protection

53. Information provided through vendor registration will be used for event administration, communication, safety planning and related organisational purposes.
54. Personal information will be handled and stored appropriately and will not be shared with third parties except where necessary for legitimate event administration, safety, legal or regulatory purposes, or where otherwise permitted by law.
55. Vendors should ensure that information supplied to the organisers is accurate and kept up to date.

14. Agreement

56. By submitting a vendor application, accepting a stall and/or attending an event, the vendor confirms that they have read, understood and agree to comply with these Terms & Conditions, the Vendor Health and Safety Requirements and any reasonable event-specific instructions issued by the organisers.

Vendor name: _____

Business/organisation: _____

Signature: _____

Date: _____