

RAYLEIGH TOWN COUNCIL
CONDITIONS FOR STALL HOLDERS at CHRISTMAS LIGHTS EVENT

1. Display 'Participant' badge in vehicle front window for marshals to see in order to allow access to area of High Street. The badge will be sent to you with the final instructions.
2. Arrive soon after High Street closes to traffic at 13.45 to allow time for setting up. Do not arrive before this time. Provide own table and chairs and any other equipment. Power is not supplied.
3. Access for emergency vehicles to drive through the High Street is necessary at all times.
4. Park vehicle close to allotted area when loading/unloading. A plan showing your position will be forwarded to you nearer the time and it is important that you set up in the exact space that has been allocated to you. It may be necessary to leave another person to man your stall while car or van is parked/collected from car parks. Access to the Holy Trinity car park is **NO LONGER** available and you will have to pay to park at other town centre car parks. It is important that you check you are parked legally.
5. Vehicles (other than emergency) will not be allowed to be left in or to enter the closed area after the event starts at 16.00 and until it finishes just after 18.30.
6. Do not leave items in way of pedestrians in order to prevent trips and falls.
7. Trading may not commence before start of the event and must end at 6.30pm. All stalls and litter must be cleared away by 8.00pm.
8. Hygiene certificates must be a rating of 5 and displayed for stalls that cook and sell the higher risk foods such as burgers and hot dogs. These certificates must be sent to the Town Council with your application before the event.
9. All goods must be contained on or beneath the table. No boxes/other items may be left next to stall.
10. No naked flames may be used eg lit candles, lanterns, stoves etc.
11. **NO PETROL OR LPG GENERATORS ARE ALLOWED.** Diesel generators, which do not emit visible smoke and are less than 77Db© at 1 metre or 70Db© at 3 metres will be allowed. Safety certificates must be provided to the Town Council with your application.
12. Safety certificates for all other electrical/gas equipment must be provided to the Town Council with your application.
13. All Charitable Organisations should display a sign to indicate which Charity they represent. Charities may sell goods but must **NOT** collect cash at the event.
14. All stall holders must provide proof of at least £5million Public Liability Insurance and of Employers Liability insurance to the Town Council.
15. All gazebos or stall coverings must be fire proof and properly anchored and you may be required to remove these in high winds.
16. Stall holders are required to contact a marshal or police officer immediately if any problems occur, such as public disorder, anti-social behaviour or health and safety of participants and the public.
17. You must only sell goods agreed by the Town Council as specified on your application and must not sell or give away alcohol (including mulled wine) or any other goods that require a licence.
18. All charities that wish to collect money must apply to Rochford District Council for a license.