

TERMS AND CONDITIONS – Rochdale Borough Mega Mela 2010

- 1 The Stallholder will provide own tables, chairs, electric, gas, and any other equipment appropriate to the type of goods/services provided. All equipment must have health and safety check, be free standing and secure. (No drilling)
- 2 The stallholder will provide copies of Insurance certificates and any relevant Health & Safety certificates.

ALL stalls selling food, MUST provide a Food Hygiene certificate, evidence of Food Safety Training, EPLC, Risk assessment and Public Liability Insurance. These documents must be provided 8 weeks in advance of the event. Food Stall holders must apply 8 weeks before the event for Street Trading Consent, applications are available from:

Rochdale MBC, Licensing Officer, Planning and Regulation Service, PO Box 32, Baillie Street, Rochdale, OL16 1JH. Tel: 01706 924643 / 01706 647474.

The cost of consent for two days will be £50 PER UNIT payable to RMBC (as above).

All documents to be submitted to Multicultural Arts and Media Centre and not RMBC.

MAMC will not take responsibility for non compliance.

- 3 The Stallholder will keep his/her area tidy and dispose of all rubbish during and at the close of the event into the skips provided.
- 4 The Stallholder will keep to the area allocated and not encroach on the area of another Stallholder. There must be a minimum of 2m between stalls.
- 5 The Stallholder is to undertake his/her duty to discuss with Multicultural Arts & Media Centre the arrangement of any equipment/space prior to the event. Stallholder must set up prior to 9.30 am on Saturday.
- 6 The Stallholder will observe Health & Safety procedures at his/her stall at all times during the event, having a care for public safety. Extra bottled gas or fuel for generators MUST be locked safely in a vehicle when not needed.
- 7 THE STALLHOLDER IS RESPONSIBLE FOR HIS/HER OWN INSURANCE (PUBLIC AND EQUIPMENT), HEALTH & SAFETY OF STAFF, EQUIPMENT, TAX & NATIONAL INSURANCE CONTRIBUTIONS
- 8 CANCELLATION: Once agreed in writing cancellation by the stallholder will only be accepted in the case of unforeseen circumstances. 25% of fees charged will be deducted. Should it be necessary for any reason to cancel the event, Multicultural Arts and Media Centre will inform the Stallholder as soon as is possible. Multicultural Arts and Media Centre cannot reimburse any fees due to bad weather or cancellation of the event due to health and safety conditions.
Management has the right to refuse agreement.

ON ARRIVAL PLEASE REPORT TO THE STALLS MANAGER

- ALL CONFIRMED AND PAID FOR STALLS WILL BE SENT THEIR ALLOCATED SPACE NUMBERS PRIOR TO THE EVENT, AND THE STALLS MANAGER WILL BE AVAILABLE TO ASSIST STALLHOLDERS ON THE EVENT DAYS.
- ALL STALLS MUST BE PAID FOR BEFORE THE EVENT. STALL HOLDERS WHO HAVE NOT OFFICIALLY BOOKED WILL BE TURNED AWAY.
- ANY STALLHOLDER ARRIVING LATER THAN THE AGREED SET-UP TIME WILL BE TURNED AWAY AND NO REIMBURSEMENT WILL BE MADE