

## Terms and Conditions and Guidance Notes for Food and Drink Stands (To purchase to take home)

**Venue: Along the High Street (High Street closed to traffic)**

**Time: From 10 am – 4pm, 21<sup>st</sup> September 2019**

**Set Up/Take down:**

- Set up must be complete by 10am and no vehicle will be allowed on the High Street after 9.30am. Parking will be in the public car parks or on the local roads where parking is allowed.
- Stands may not be dismantled until 4pm or when vehicles will have access.

**Stand Fees:**

- Fees of £30 per stand (if you have not booked a gazebo and table)
- Fees of £50 per double stand (if you have not booked a gazebo and table)
- If you would like a standard space and a gazebo (with one table) these are priced at £70 and must be pre-booked.
- If you would like a double space and a gazebo (with two tables) these are priced at £130 and must be pre-booked.
- Additional tables are priced at £10 each and must be pre-booked)
- Once your application has been confirmed it is only secure for 14 days when we must receive payment. If payment is not received in 14 days, we cannot guarantee your booking.
- Each Exhibitor must pay Lindfield Arts Festival by cheque or by BACS (Please put LAF 18 as the Reference)
- **Bank Details:**  
**Account Name Lindfield Arts Festival**  
**Sort Code: 401165**  
**Account Number: 20032646**

**Legal Requirements:**

**You will be asked to provide the following information:**

- Local authority where your business is registered and score
- Public Liability insurance for £5 million
- Food Hygiene certificate
- Risk Assessment

If any of the above is missing, we reserve the right to cancel your booking.

## Guidance Notes

- There will be a maximum of 10 stalls serving food to buy to take home at the festival.
- We will be providing a community covered table down the centre of the High Street. Please help keep this tidy and clean during the day.
- If you are serving food or drink to eat at the festival, please supply adequate bins and please keep these tidy at all times.
- All rubbish must be taken with each stand holder.
- All exhibitors are responsible for their own legal requirements – Health & safety and insurances to include public liability and food hygiene certificate. These must be available to be inspected by the organisers on the day.
- You must complete a Risk Assessment form.
- Stand space cannot be moved once allocated.
- Gazebos will only be available if pre-booked on the Registration form and confirmed.
- Please note only food and drinks listed on the application form will be allowed to be sold at the Festival.
- All Stands must be self- sufficient. No electricity will be available.
- Lindfield Arts Festival cannot be held responsible for inclement weather and the festival will be cancelled should the weather/wind become dangerous to continue. No refunds will be available.

Please contact the following if you have any queries:  
[enquiries@lindfieldartsfestival.com](mailto:enquiries@lindfieldartsfestival.com). Please put **FOOD AND DRINK** in the subject box