



PETWORTH CHRISTMAS MARKET – SATURDAY, 1st DECEMBER 2018 TERMS & CONDITIONS

1. Should exhibitors wish to provide their own gazebos, they must fit within the pitch size they have booked and paid for, ie, if an exhibitor has paid for one pitch, the gazebo must not exceed 9ft 10 inches x 9ft 10 inches (3m x 3m) in total and be placed directly over the pitch booked. Anyone bringing a mobile unit must inform Petworth Town Council of the size of the unit.
2. Due to the width of the street & cobblestones, **gazebos are not permitted** in Lombard Street. They are only permitted in Market Square and The High Street.
3. Exhibitors selling food must tick the relevant box on the application form and supply the Town Council with a copy of their food hygiene certificate **no later than 14 days** before the event and confirm which Environmental Health Department they are registered with.
4. All Exhibitors who have a Public Liability Insurance must provide the Town Council with a copy of it **no later than 14 days** before the event.
5. Petworth Town Council will do its best to accommodate your booking request although bookings are on a 'first come, first served' basis. We have a limited number of spaces for each area and we cannot guarantee that your chosen location will be available. We will offer you an alternative space if we have one should your preferred choice not be available. If we are fully booked, we will of course return your payment.
6. Charities paying the reduced charity rate will be situated in either the Leconfield Hall or High Street. Should you wish to take a place in Market Square or Lombard Street you will be asked to pay the full price.
7. Once your booking form is received, Petworth Town Council will acknowledge receipt.
8. Payments can be made by cheque to 'Petworth Town Council' or by electronic transfer. Details can be found on the Information Sheet.
9. For further information and all other queries, please contact the Clerk, at clerk@petworth-tc.gov.uk or 01798 344883.

We look forward to welcoming you and thank you for helping to make the Petworth Christmas Event the raging success it is!

See you on the day.....