



PETWORTH CHRISTMAS MARKET 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 and mobile units are not permitted** in Lombard Street. They are only permitted in Market Square and 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 **with the application form** 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 **with the application form or no later than 14 days** before the event if it is not valid for 7th December 2019.
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.
10. Cancellation Policy
 - Up to 2 months before the event date – full refund
 - 2 months to 1 month before the event date – 50% refund
 - 1 month and less - No refundAny exception to this rule is solely at the organisers' discretion.