

Organised by:



Banbury Town Council

**SUNDAY 4th OCTOBER**



## TERMS AND CONDITIONS

**Definitions** – ‘Organisers’ are Banbury Town Council. The ‘Event’ is the Banbury Canal Day. ‘Stand Space’ is the area assigned to the exhibitor by the Organiser. ‘Site’ refers to the whole area under the supervision of the organiser for the event.

**Safety** – All persons and vehicles must follow the instructions of Officials and observe all Safety Instructions.

**Applications** – Request for display space must be made using the appropriate application form complete with all relevant details and accompanied by the appropriate payment. The submission of the application form constitutes acceptance of these conditions. All information must be correct at the time of entry to the event.

**Payment** – All cheques should be made payable to ‘Banbury Town Council’. There is no VAT to be paid. No exhibitor, or boat(er) will be allowed into the event until payment has been received in full. All sums are due by the end of September.

**Space Allocation** – Space is allocated at the sole discretion of the organisers who reserve the right to make alterations to the location at any time prior to or during the event.

**Smoking** – Any area around refreshment areas shall be a non-smoking area.

**Health & Safety** – It is the responsibility of exhibitors, contractors and staff to be aware of and conform to all current Health & Safety legislation at all times whilst attending the event.

**Risk Assessment** – All exhibitors, entertainers and boaters will be required to carry out a risk assessment, and keep a copy whilst on site. A form will either be sent through the post with the application forms or should be downloaded from the website [www.banburycanalday.co.uk](http://www.banburycanalday.co.uk).

**Insurance** – It is a requirement by BTC insurance company that for entry onto the site all entertainers, boaters interacting with the public and stall holders should have public liability insurance to meet claims of up to £5 million. However it is understood that boaters only require £3,000,000 to comply with BW licence requirements therefore BTC acknowledges this difference. Attendance without insurance, or with insurance carrying a level lower than £5 million should be pointed out to the organisers beforehand. Note: Suitable insurance may be provided to its’ members by a Craft, Trade or Guild Association (eg IWA)

**Access** – Except for vehicles designated as a necessary part of the event and previously agreed in writing with the organiser, all vehicles must leave the site during public open hours. There will be no provided car parking – but most public car parks only charge a minimum fee on a Sunday of not more than £1.50. Any vehicles left on site without permission during the event, or causing an obstruction may be moved by the organisers at the exhibitor’s risk and cost.

**Set up and Breakdown** – The site is open from 7am for provided stall holders to register but set up proper is from 8am. Vehicles will not be allowed on site for breakdown before the end of the event at 4.30pm.

**Dogs** – All dogs must be kept on a lead whilst in the site area. Owners are reminded of their responsibility to clean up after their dogs, especially on the towpath and other public areas.

**Liability** – Banbury Town Council recognises it has a duty of care to all attendees. However, the organisers cannot be held responsible for any injury to persons, or loss or damage to property, however caused.

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