

## **IMPORTANT INFORMATION**

Traders are booked on a first come, first served basis.

Hertford Town Council reserves the right to decline stallholders a pitch if not appropriate for the event or if a food vendor has already secured a pitch selling similar food produce.

Pitch sizes are 3mx3m, please specify if your dimensions vary from this as the price may also vary.

**Please note, you will need to provide your own gazebo, tables and chairs if you require them.**

**Please note: No vehicles or equipment can be left on site overnight.**

**Width restrictions accessing the grounds for large vehicles.**

**Vehicle access to pitches is restricted in certain areas of the grounds (moat garden) and cannot be guaranteed.**

**Traders must provide a waste bin for their customers and ALL trade waste must be taken away.**

**NO trade waste can be put in bins provided by Hertford Town Council. Traders caught doing so will be fined £50 and may be refused a pitch at other events.**

**No ice-cream vans please.**

**Food vendors ARE permitted to sell cold drinks but are NOT permitted to sell hot drinks.**

### **Refunds**

Please note that once you have returned the booking form and cheque, Hertford Town Council will not offer a refund on the pitch secured. If you are unable to attend, please let us know asap and if we are able to rebook your allocated pitch, then we will potentially be able to reimburse the cost associated with stand.

### **Weather**

Please note that events will go ahead regardless of weather conditions.

If you would like to proceed with a booking then please return the complete relevant event booking form/s along with:

- **Payment. Please note, for all payments of £100 and under, full payment is required. For payments over £100, please pay a deposit of 50% now and 50% by 13.07.19** - cheques to be made payable to 'Hertford Town Council' please state on the back on the cheque the name/s of the event/s you are booking onto and also your business trading name.) Alternatively you can make a card payment over the telephone by calling Sophie Archer-Mills on 01992 552885.
- **Please attach** copies of training certificates, HACCP plans, public liability insurance, Electrical & LPG gas safe certificates where applicable.
- **Risk Assessment** to cover event (Guidance can be found on our website page as follows: [www.hertford.gov.uk/page-event-stall-holder-information-82/](http://www.hertford.gov.uk/page-event-stall-holder-information-82/))
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Bookings cannot be processed without these documents and your cheque will be returned

Please return to  
Sophie Archer-Mills  
Hertford Town Council  
Hertford Castle  
Hertford  
SG14 1HR

Telephone number 01992 552885  
Email address [sophie@hertford.gov.uk](mailto:sophie@hertford.gov.uk)

**PLEASE COMPLETE THE ENTIRE FORM, MISSING INFORMATION MAY DELAY YOUR BOOKING.**

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