**Peterborough Cathedral’s Christmas Market is an annual event. It’s a wonderful opportunity for local, small artisanal or handmade businesses to showcase and sell their products in the unique location of the historic building of Peterborough Cathedral.**

**Event details:**

* + **Friday 18th November 2022: 1pm – 9pm**
	+ **Saturday 19th November 2022: 10am – 4pm**

Please note: If your application is successful you are **required to attend all day and evening sessions**

**Set up / Take down:**

* Set Up: Friday 18th November 2022 9am – 1pm
**(all vehicles must be off site by 12.30pm)**
* Take Down: Saturday 19th November 2022 4pm – 6pm
**(No vehicles on site before 4pm)**

Stalls will be situated throughout the whole Cathedral, with a one-way system in place which guarantees that each stall will have the same level of footfall regardless of stall location.

Shoppers wishing to come to the market will be able to either book a ticket online in advance or purchase upon arrival at the Cathedral.

**How to apply:**

* **All applicants to apply electronically** to Natalie.Freeman@peterborough-cathedral.org.uk
* Please **complete the application form**, ensuring you have read the Terms and Conditions and risk assessment
* You will need to provide a copy of your **Liability Insurance** and a stall **specific Risk Assessment**. (Template included in this pack)
* All food exhibitors must also provide a copy of their **Food Hygiene Certificate**
* Those using electrical items must provide evidence of their electric **PAT test**.
* Please supply example **photographs** of your products for promotion of the event. Preferred format for photographs are **JPEG, maximum 3mg** and minimum of 500k.
* **Applications will be assessed on a first come, first served basis.**
* Once received, we will review your application and email to confirm that your application is suitable in principle, that another stall of a similar nature hasn’t already been accepted and that there is still available space.
* **Payment** is to be completed by TicketSource within 1 week. We cannot hold stalls for any longer than 7 days. Please see guidance in this document on **How to Pay**.
* Once payment and all documentation are received we will **confirm your booking and issue a stall number in writing (via email)**.
* **Bookings are not finalised until this email is received.**

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| **First Name:** | **Last Name:** |
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| **Address:****(including postcode)** |  |
| **Business Name:** |  |
| **Telephone/Mobile:** |  |
| **Email:** |  |
| **Website:** |  |
| **Facebook (if used):** |  |
| **Instagram (if used):** |  |
| **Twitter (if used):** |  |
| **Details of trade:**Please include a short description/ details of your stall/ business and products. **Please send sample photo(s) of your products with your application.** |
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| **Price range of goods sold:** |  |
| **Are you a previous exhibitor, if so please indicate what year(s):** |  |

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| **Stand style** | **Details** | **Price** |
| Single Stall | **6’ stall**(includes 1 x 6’ wipe clean trestle tables provided by the Cathedral, each stall will be provided with two chairs for the stallholders) | £95.00 (inclusive of VAT) |
| Double Stall | **12’ stall** (includes 2 x 6’ wipe clean trestle tables provided by the Cathedral, each stall will be provided with two chairs for the stallholders) | £165.00 (inclusive of VAT) |
| Stalls will be allocated on a first come first served basis. There will be a strict one-way system in place for shoppers to ensure shoppers can enjoy each and every stall throughout the Cathedral.  |

**How to Pay**

* Once received, we will review your application and email to confirm that your application is suitable in principle.
* The email will include a link to make payment via TicketSource.
* Payment must be made via credit or debit card **(we will only be accepting online payments).**
* Once payment and all necessary documentation are received we will send a final confirmation email and allocate a stall number.
**Please note: stalls are not confirmed until this email has been sent**

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| **Are you intending to use electrical items?** |  | **Yes / No** |
| **If Yes:**State electrical items and wattage per item.Maximum wattage of 120 watts will be available.NO HALOGEN LIGHTS ARE PERMITTED |  |  |
|  | **Under the Electricity at Work Regulations, if you wish to use your own electrical equipment it must have a current Electricity Safety Test Certificate.** **Copies to be provided to the Cathedral upon application.** |

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| A**ccompanying documents** – to be submitted upon application | **Checklist** |
| **Stall Risk Assessment** |  |
| **Public Liability Cover** (minimum cover of £2,000,000)  |  |
| **Food Hygiene Certificate** (and details of your registered Local Authority) – If applicable  |  |
| **Electricity Safety Test Certificate (PAT)** – If applicable |  |
| **Photographs of your products for market promotion** |  |
| **Bookings can only be confirmed once all relevant documents have been received** |

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| Please tick this box if you would like to join **Peterborough Cathedral’s email newsletter list**, for occasional news and event updates |  |

**Stall holder Risk Assessment**

When writing your stall holder risk assessment, you are welcome to use your own format or adopt the HSE template included in the application pack.

For more information on risk assessments please visit <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

**Checklist - things to consider for your risk assessment:**

* Loading in and out, use of trolley etc.
(stallholders own, cathedral equipment cannot be used for this purpose)
* Setting up stock, moving and handling
* Samples (food and drink)
* No naked flames (if applicable)
* Electrical items, including battery powered (if applicable)
* Payment / contactless
* Display of stock
* Stock/ stall monitoring
* Staff breaks

**Booking Terms & Conditions**

1. **Bookings**
	1. Applications for stallholders must be made on the official booking form.
	2. All applications will be considered by the Cathedral and will be allocated on a fair basis.
	3. Bookings will be provisionally agreed after the submission of application and necessary accompanying documentation is submitted for approval.
	4. Bookings will have full confirmation and a stall allocated (via email) once payment in full is received.
2. **Booking cancellations**
	1. Cancellations by the stallholder made less than 3 calendar months prior to the booking will be charged 50% of the fee.
	2. Cancellations by the stallholder made less than one calendar month before the event will be charged 100%, the full rate.
3. **Event cancellation**
	1. If, for any reason, the Christmas Market needs to be cancelled prior to the event, the Cathedral shall not be liable for any expenditure incurred by any stallholder. The booking payment will be refunded, minus a 10% administration fee, within 28 days of cancellation. This includes any changes in government / local council guidance or restrictions relating to Covid-19
	2. If, for any reason, the Christmas Market needs to be cancelled once the event has commenced, the Cathedral shall not be liable for any expenditure or loss of income incurred by any stallholder and the booking payment will not be returned.
	3. At present there are no works or other activities planned inside or outside of the Cathedral that may impinge upon this event. Should this situation change due to unforeseen or exceptional circumstances, the Cathedral reserves the right to cancel or postpone events, services or other bookings, potentially at short notice. In the unlikely event that this should be necessary, the Cathedral undertakes to inform the client at the earliest opportunity and to make every effort to re-schedule the event or offer a full refund.
4. **Stalls / Stallholders**
5. Accurate details of stall contents must be given when applying for a stall.
6. Your stall can be arranged to your preference within the boundary of your allocated space.
**PLEASE NOTE: We cannot allow any display materials to be fixed to any part of the structure of the Cathedral.**
7. **Marketing/promotional/advertising materials** such as banners etc. may NOT be displayed in the Cathedral, except by prior agreement with the Event Organiser.
8. It is the responsibility of the stallholder to ensure the safety of their stand. Stallholders should assess the potential hazards and either eliminate them or ensure the public is protected from them e.g. tripping, unstable objects that may fall, sharp edges etc.
9. The Cathedral reserves the right to request the removal of apparatus deemed unsafe.
10. The Cathedral cannot accept responsibility for loss, damage or accidents occurring on the premises. Particular attention is drawn to the observation of safety regulations. Cathedral staff will brief the client on the Cathedral’s fire evacuation and other relevant safety policies prior to the event, and is incumbent on the client to abide by these and any subsequent Health and Safety instructions given by Cathedral staff.
11. Please note that all personal possessions are left entirely at the owner’s risk in any part of the Cathedral and Precincts. The Chapter of Peterborough Cathedral cannot accept responsibility for loss, damage or accidents occurring on the premises.
12. **Insurance:** Stallholders, sponsors and advertisers are responsible for arranging appropriate insurance cover in connection with their attendance at the Market. A copy of your public liability insurance (minimum cover £2,000,000) must be returned with your booking form.
13. Stalls should be staffed at all times and while the ‘Cathedral’ will make every effort to ensure the overall security of the Market site, no responsibility will be taken for goods or equipment brought on site.
14. Stallholders are required to take away cash overnight and arrange their own banking as appropriate.
15. Stallholders must ensure all items for sale comply with Health & Safety legislation.
16. Stallholders are reminded of their responsibility under the Food Safety Act 1900 the Food Standards Act 1999 and all relevant hygiene, health and safety laws and regulations and will be required to complete and return all relevant documentation as requested. Failure to do so may result in exclusion from the market.
17. The Cathedral holds a license for the sale of alcohol, and stalls selling alcohol will be permitted to trade under our licence at the market. All stallholders selling alcohol will be asked to meet with the Cathedrals’ Designated Premises Supervisor upon arrival and sign an Authorisation Sheet.
18. Any electrical equipment brought into the Cathedral must hold a valid PAT test certificate (Please note Halogen lighting is not permitted)
19. The erection of stalls can begin on Friday 18th November 2022 from 9am. We will send out a programme of load in times and arrangements prior to the Market to help schedule vehicle movement and social distancing on site.
20. No part of the stall can be dismantled until after 4pm on Saturday 19th November 2022 and ALL public visitors have left the site.
21. There is **NO PARKING** available at the Cathedral. All exhibitors will be asked to display a permit, with contact details, during loading and unloading, these will be provided by the Cathedral. For safety reasons failure to comply with parking restrictions may result in exclusion from the Market.
22. Stallholders must comply with any reasonable instructions given regarding fire precautions and safety.
23. Stallholders must contain their sales activity to within their allocated area; they must not block any emergency exit or walkway. Any distribution of leaflets must take place within the stand space allowed. Unauthorised banners and fly posting will not be permitted within the Cathedral.
24. The selling or holding of any auctions or games of chance and the sale of raffle tickets is not permitted without prior written permission from the Event Organiser.
25. Smoking is not permitted on the premises.
26. Loading and unloading of all stallholder equipment and products must be completed by the stallholder. The Cathedral cannot give any assistance in this process. Stallholders are not permitted to borrow or use any of the Cathedral’s equipment, for example wheeled trollies.
27. **Shoppers:**
	1. In advanced of the event Shoppers will be able to book a ticket via our website.
	2. Tickets/ admission will be available to purchase on the door if availability allows.
	3. There will be a strict one-way system in place for visitors/ shoppers which helps ensures that each stall, regardless of location within the Cathedral will receive the same footfall.
	4. During the event there will be a team of marshals to help maintain the one-way system and assist shopper with any queries.
28. **Alterations and Disclaimer**

Every endeavour will be made to preserve the layout of the stallholder area and timings. Should it be necessary to make any revisions, the Cathedral reserves the right to make alternative arrangements.

Whilst every effort will be made to secure a high level of attendance to the Market, no guarantee of numbers can be given and no discount or refunds are available if numbers do not reach the projected levels.

**If you have any questions about the Booking Terms & Conditions please contact:** **Natalie.Freeman@peterborough-cathedral.org.uk**

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| **Declaration:** I / We have read and accept the Terms and Booking Conditions |
| Peterborough Cathedral will store and process your data received in this agreement in accordance with the General Data Protection Regulations. We require this information to facilitate your booking with us, and will not share your data with any third party. Peterborough Cathedral is committed to protecting your privacy.  A copy of our privacy notice can be downloaded from <https://www.peterborough-cathedral.org.uk/home/privacy-policy>Peterborough Cathedral will only contact you in relation to your booking with us. Should you wish to receive other news from us please visit our website and sign up to our e-newsletter <https://www.peterborough-cathedral.org.uk>  |
| **Signed:** |  |
| **Name (Printed):** |  |
| **Date:** |  |

**The Application Pack also includes the following Documents:**

* Application Form & Terms and Conditions
* Christmas Market Stall Plan **(this will be sent closer to the date of the event)**
* HSE Risk Assessment Template
* Cathedral Emergency Procedures
* Cathedral Christmas Market Risk Assessment