

Arts and Events Terms and Conditions

Rushcliffe Borough Council is committed to protecting the safety of people attending our events. We expect businesses or organisations attending our events to have assessed the risks associated with any goods or services they are supplying and put in measures to protect harm to either themselves, their staff, their volunteers as well as members of the public or events team. If you have a written risk assessment for your activity (compulsory for organisations or businesses employing five or more people) please send a courtesy copy to our events team. Note: presenting a risk assessment to us does not constitute acceptance by us of any liability for negligently assessed risks and is purely documentary evidence of a written risk assessment procedure being in place. Organisations who do not have written risk assessments in place may be requested to orally explain their risks and control measures as part of our standard pre-event inspection procedure. If you would like a risk assessment template or guidance on how one should be carried out please get in touch either by telephoning 0115 9148517 or emailing arts@rushcliffe.gov.uk

Allocation of space

Competition for places at Rushcliffe Borough Council events is very high and therefore we are careful about the stalls we select. We particularly aim to support organisations based in the borough of Rushcliffe but will take into account every application we receive, based upon the quality of the products being offered, the uniqueness and the variety of stalls already signed up. To avoid disappointment please book early. If inclement weather or adverse ground conditions prevent the use of your allocated pitch, we reserve the right to arrange an alternative site. Only those goods or services described on your application form should be provided. We aim to provide a good mix of stalls and expect a high standard from our partners. We reserve the right to decline or prohibit any activity, which in our opinion is not suitable or incompatible with the aims of the event and reserve the right to remove such displays, stands or persons from the event site without a refund. All equipment, including guide-ropes, tow bars and support/service vehicles must be contained within the space requested on your application form unless otherwise agreed by us.

Payment

Payment should be made within 14 days of receipt of your booking confirmation email. You will be sent a weblink to an online payment system where you will be able to pay by credit or debit card. All payments are non-refundable.

Hours of trading

Traders are expected to be on site during all the publicised opening hours of the event. If you arrive late you may not be allowed to set up. Unfortunately we cannot support requests to leave early – if you do so you will not be invited back to future events organised by Rushcliffe Borough Council.

Insurance

You are responsible for specifying and obtaining your own insurance coverage. We recommend Public Liability Insurance to cover against liability to third parties with a minimum limit of £5,000,000. You may wish to have extra insurance to cover other liabilities, including theft, damage or cancellation.

Electrical Safety

If you plan to install or use electrical systems you should ensure that they are supervised by a competent person and are:

- a) suitable for outdoor usage, free from visible defects and laid out in a way that should not cause a trip hazard or be likely to sustain damage.
- b) protected from power surges or damage by means of by a RCD
- c) connected to a safe and reliable power source

Please inform us on your application form if you intend to bring a generator on the event site – NOTE: only diesel generators are permitted on Rushcliffe Borough Council event sites, for fire safety reasons petrol generators are restricted. Generators pose hazards from moving parts, heat and fuel and therefore it is essential that:

- Prior to use a visual inspection is made to ensure suitability for use
- Moving parts and exhausts are fenced off from public contact and warning signage is displayed
- They are positioned in a location which reduces the length of cable required to a minimum
- Fuel supplies are stored safely in a suitable container away from a potential ignition sources
- They are switched off when refuelling
- A fire extinguisher of the suitable is provided on standby

Gas Safety

Any LPG cylinders brought on to the site should be installed in a safe position i.e. on firm and level ground, secure against unauthorised interference and at least one metre, measured horizontally, from any adjacent structures or possible sources of ignition. The number of cylinders kept should be the minimum necessary for the type and number of appliances served. A visual examination of all cylinders, pipework and associated appliances, should be made prior to use - all fittings and threads which connect to the cylinder must be clean and undamaged and all valves and taps should carry a clear indication of the open and closed positions, or of the direction they must be turned to close them. All staff working with gas cylinders and appliances should trained in the hazards associated with them, safe methods of cylinder changing and proper usage. Written details of emergency measures should be kept easily accessible on the stall and evidence of an annual GAS SAFE inspection should be available on request. Fire extinguishers in accordance with BS 5306 Part 3 should be carried – the minimum recommended is a 9kg Dry Powder Extinguisher (this is suitable for both LPG and fat fires) and a fire blanket.