



Rose Cottage, Recreation Lane, Spencers Wood, Reading, RG7 1EB  
Organisers: Liz Ratcliffe 0118 988 4882 & Debbie Johnson-Wait 07773 947 836

## Spencers Wood Carnival Terms and Conditions of Booking

### Bookings

1. All bookings must be made on Carnival booking forms and will not be accepted unless they are correctly filled in and with the correct booking fees.
2. Bookings will only be secure when Spencers Wood Carnival has received and acknowledged the booking paperwork and payment.
3. Telephone enquiries are an indication of available space only and reservations cannot be accepted as secure bookings.
4. All bookings are subject to availability and Spencers Wood Carnival reserves the right to refuse or cancel bookings.

### Cancellation of bookings

1. In the event of a cancellation by the stallholder which is less than 30 days before the event booked, the full booking fee will be payable and no money will be refunded, regardless of the circumstances of cancellation.
2. In the event of cancellations acknowledged more than 30 days before the event booked, Spencers Wood Carnival will refund the booking fee less a £5 handling charge, and no other money will then be owed by Spencers Wood Carnival or the stallholder.
3. Cancellations must be made in writing and telephone cancellations must be followed up in writing.

### Booking fees

1. All booking fees must be paid in full at the time of booking.
2. In the event of a booking being declined, the booking fee will be refunded in full.

### Your plot

1. Space is let to the stallholder stated and must not be sub-let to any other party.
2. Stallholders must ensure that their display does not extend beyond the space they have booked.
3. Stallholders must ensure that there is adequate cover for the stand during the advertised show times.

### Assembly and breakdown of stands

1. Stallholders are responsible for the set-up, safe operation and dismantling of their own stalls.
2. Stallholders shall ensure that all gazebos are properly erected and securely pegged or weighted down with guy-ropes in place. Spencers Wood Carnival reserve the right to require removal of gazebos or other equipment which, in their judgement, poses a safety hazard.
3. There is no vehicular access to the field during the event, and stallholders arriving at the venue less than 45 minutes before the start of the show will be refused vehicular access to minimise disruption. In this event, no money will be refunded and no claim can be made against Spencers Wood Carnival.
4. All stallholders' vehicles must be removed from the field no later than 30 minutes before opening of the Carnival, and will not be re-admitted until 5pm. For reasons of safety, at this time they must be accompanied onto and off the field at walking pace by a marshal.



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### Goods for sale and presentation of stands

1. The only goods which will be permitted for sale will be those stated on the booking form.
2. Spencers Wood Carnival reserve the right to remove any items on display that do not conform to the description provided on the booking form.

### Trading Standards

1. All exhibitors must clearly display their name and address on the stands.
2. All exhibitors selling food items must provide a current food hygiene certificate with their booking.

### Insurance and Indemnity

1. Spencers Wood Carnival have public liability insurance to cover Spencers Wood Carnival and its employees only. Stallholders are required to obtain public liability insurance in respect of their stalls in advance of the event, and to provide copies of the relevant documentation with their application.
2. Spencers Wood Carnival do not provide any insurance for stallholders to cover other risks, such as personal injury or loss or damage to stock or personal belongings. Stallholders are advised to arrange suitable cover for themselves prior to the event, and there will be no claim against Spencers Wood Carnival by the stallholders if this is not obtained.
3. Spencers Wood Carnival and employees cannot be held responsible for the safety of stock, persons or money whilst the stallholder is travelling to or from the venue.
4. Spencers Wood Carnival maintains the right to recover from the stallholder any costs incurred by Spencers Wood Carnival should the stallholder be legally liable for any claim or part of a claim in connection with the event.

### Liability

1. In the event of the cancellation, abandonment, limitation or postponement of any event organised by Spencers Wood Carnival, there will be no claim against Spencers Wood Carnival.
2. Spencers Wood Carnival reserves the right to transfer events to other venues or dates.
3. Spencers Wood Carnival cannot be held responsible for loss of earnings or expenses as a result of any of the circumstances cited in statement 1 of this section or due to poor weather conditions, non-appearance of scheduled advertising, removal of advertising signage or any other reason beyond our control.

### Non compliance

**Spencers Wood Carnival reserves the right to cancel bookings or refuse further bookings from ANY stallholder who refuses to comply with these Terms and Conditions. Any stallholder who refuses to comply with reasonable requests during the show with regard to safety, displayed items, presentation of the stand or stands which do not fit the booked space will be asked to leave the show by Spencers Wood Carnival. In this circumstance, there will be no claim against Spencers Wood Carnival.**