



**Bishops Cleeve Market**

**The Tithe Barn, Cheltenham Road, Bishops Cleeve, GL52 8LU**

**Sunday 9th March 2024 11am-3pm**

**Stallholder Application Form (please complete in block capitals)**

**Trading Name:**

**Contact Name:**

**Address:**

**Email Address:**

**Telephone Number:**

**Website:**

**Social Media Links (not Facebook groups as we are unable to tag your business):**

**Description of all Products (This will enable us to prevent duplication of stallholders):**

**Dates Available (Please tick):**

- Sunday 9<sup>th</sup> March 2025**

**You will be required to bring your own table up to 6ft. There are a minimal number of tables available to hire, please see below.**

**Stall cost:**

**£25 (all stalls are indoors)**

**Table hire: £6**

- Please tick if required**

**Extra space for rails/stands: £5 per extra space required.**

- Please tick if required (We cannot guarantee extra space for rails etc. if it has not been noted at the time of booking).**

**Payment details below. Please wait for your stall to be confirmed before making your payment.**

**Payments Details (BACS) - Natwest**

**Create Cheltenham**

**SC: 60-05-16**

**Account no: 28218647**

**Please send a copy of your current Public and Product Liability Insurance documents with your completed application form. We will not be able to accept your application if this is not provided at the time of booking.**

**All documents can be returned via email to [hello@createcheltenham.com](mailto:hello@createcheltenham.com) If you do not have a scanner for your documents (preferred) we can accept photos of your application.**

**Declaration, I the undersigned, wish to take a stall at the Create Cheltenham Market at The Tithe Barn**

**I have read, understood, and signed the attached terms and conditions.....**

**Please sign here (typing your name is acceptable in place of a signature if you are unable to print and sign)**

## Terms and Conditions

### Create Cheltenham Market at Tithe Barn, Bishops Cleeve

Please read the terms and conditions carefully. By taking a stall at The Tithe Barn market you are agreeing to the terms and conditions set out below.

- Stall fees are required once your space has been confirmed. Create Cheltenham reserves the right to release stalls if payment has not been received within 7 days of your space being confirmed.
- Stalls will be reserved on a first come, first served basis. Create Cheltenham reserves the right to accept or decline stall holder applications, our decision is final.
- Please let us know if you decide to add different products through the year so that we can ensure that we are not duplicating items from another stallholder. Without prior consultation, we reserve the right to ask you to remove these items from your stall.
- Stalls may not be shared between stallholders.
- No stall holder may sublet their stall to another vendor.
- Stall holders must agree to trade for the entire period and may begin packing their goods away at 4pm when the market closes.
- Set up time is from 10am, stalls must be ready to trade from 11am. Free car parking available behind the Tithe Barn, where stallholders can use the back entrance to access the hall. For those requiring lift access then please use the main front entrance and the lift is through the doors on the right.
- Please ensure your tablecloth reaches the floor to hide any overstock and belongings under the table
- Stallholders must leave their area clean and tidy after the market. All rubbish must be taken away with them.
- Any signage or display materials are the responsibility of the individual stallholder. They must not obstruct other stalls or constitute health and safety hazards. If we feel that you are causing an obstruction, we reserve the right to ask for it to be removed.
- The stall holder is liable for any damage that is caused to the stall/premises during use at the event.
- Vendors must always act with professionalism and adhere to ethical business practices. Create Cheltenham reserves the right to ask for stallholders to leave if they do not comply.
- We will not accept applications from stallholders that sell copyrighted items including items with copyrighted images.
- Stall holders may not sell alcoholic beverages.
- Food stallholders must provide a copy of their food hygiene certificate, all items must be labelled with allergens and be compliant with Natasha's Law.
- All candle/wax melt makers must be CLP compliant.
- The market will take place rain or shine. No refunds will be given to stallholders due to force majeure such as but not limited to weather conditions.
- Cancellation policy: Any stallholder that cancels at any stage will incur a cancellation fee. 50% of the stall fee (including extra space and table hire) will be charged up to 31 days

prior to the market date. Cancellations within 30 days of the market date will be subject to a 100% cancellation fee and no refund will be provided.

- Stall Fees are non-transferable and therefore cannot be transferred to an alternative market date.
- If Create Cheltenham cancel the market for any reason including being related to force majeure such as, but not limited to weather warnings we will not be liable to refund any stall fees paid.
- Any complaints must be submitted in writing to Create Cheltenham. We also invite suggestions and improvements for future markets.
- It is the responsibility of each stallholder to ensure that they have their own Public and Products Liability insurance. This will ensure the safety of your stall and products. The insurance must cover you to sell your goods at the market.
- Each stall holder at the Create Cheltenham Market participates at entirely their own risk. Create Cheltenham and Tithe Barn, Bishops Cleeve takes no responsibility for risks to personal injury, loss or damage of property, theft of property, loss of profits, interruption of services, however this loss, injury or damage may be caused, whether by fire, theft, inclement weather, loss of power, defect of equipment, building failure, building works.

Please return this to: [hello@createcheltenham.com](mailto:hello@createcheltenham.com)