



**The Kings Arms Sunday Market**  
**High Street, Prestbury, Cheltenham, GL52 3AR**  
**May-December 2023 11am-3pm**

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

**Trading Name:**

**Contact Name:**

**Address:**

**Email Address:**

**Telephone Number:**

**Website:**

**Facebook Page/Group:**

**Social Media Links:**

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

**Dates Available (Please tick):**

- Sunday 14<sup>th</sup> May**
- Sunday 11<sup>th</sup> June**
- Sunday 9<sup>th</sup> July**
- Sunday 13<sup>th</sup> August**
- Sunday 10<sup>th</sup> September**
- Sunday 8<sup>th</sup> October**
- Sunday 12<sup>th</sup> November**
- Sunday 10<sup>th</sup> December**

**Stalls cost: £20, you will be required to bring your own table and gazebo-we do not have any spares.**

**\*Special Offer\* Book 3 or more dates at this market and we will reduce the stall fee to £15 per stall-terms and conditions apply.**

**Payment details are below. Please do not send your first payment until we have accepted you as a stallholder. If you have chosen multiple dates, we will then send a payment reminder at least 30 days prior to the market date.**

**BACS: Create Cheltenham Events**

**30-98-97**

**78692462**

**Please send a copy of your current Public and Products Liability Insurance documents with your completed application form and payment.**

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

**Declaration, I the undersigned, wish to take a stall at The Kings Arms Sunday Market and enclose my payment for £....**

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

## **Terms and Conditions**

### **The Kings Arms Sunday Market 2023**

**Please read the terms and conditions carefully and return a copy signed and dated with the booking form.**

- **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.**
- **Stall fees are required 30 days prior to the event date-a reminder will be sent out. Create Cheltenham reserves the right to release stalls if payment has not been received and we have not received any communication.**
- **Special offer stall discount-you must book and pay for at least 3 markets at The Kings Arms for the discount to apply. If less than 3 markets are attended a payment will be due to cover the full amount of the stall.**
- **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.**
- **Stalls may not be shared between stallholders.**
- **Set up time is from 9.30 am, stalls must be ready to trade from 11am. Vehicles may park outside to unload but must move asap to enable everyone enough room. There is free roadside parking available nearby.**
- **Stall holders must agree to trade for the entire period and may begin packing their goods away at 3pm when the market closes.**
- **No stall holder may sublet their stall to another vendor.**
- **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.**
- **The stalls will be outside, you may bring gazebos/shelters if required.**

- **Food stallholders must complete an allergen form (attached) as required by law by The Food Standards Agency.**
- **The market will take place rain or shine. No refunds will be given to stallholders due to weather.**
- **Cancellation policy: Any stallholder that cancels within 30 days of the market date must pay a cancellation charge. 50% of your stall fee will be charged within 15-30 days of the market. Any cancellation within 14 days of the market will be charged the full price of your stall.**
- **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 Kings Arms Sunday Market participates at entirely their own risk. Create Cheltenham and The Kings Arms, 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.**
- **Stall fees are required upon confirmation of your stall.**

**Signed:**

**Dated:**

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