



The Hewlett Arms Market
Harp Hill, Battledown, Cheltenham, GL52 6QG
Saturday 24th May 2025 2pm - 6pm

Stallholder Application Form (please complete in block capitals)

Trading Name:

Contact Name:

Address:

Email Address:

Telephone Number:

Website:

Social Media Links (no Facebook groups as we cannot tag you):

Description of all Products, this will enable us to prevent duplication of stallholders (please see terms and conditions line 2):

Dates Available (Please tick):

- Saturday 24th May 2025**

Stalls cost: £15, you will be required to bring your own table, chair and gazebo up to the size of 3 x 3 meters.

(We do have one gazebo and one table that we can hire out at a cost, please contact us directly via email at hello@createcheltenham for details)

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

****PLEASE ENSURE THAT YOU ENTER YOUR BUSINESS NAME (ABREVIATED IF NECESSARY) AND THE DATE OF THE MARKET IN YOUR REFERENCE. ****

Account name: Create Cheltenham

Sort code: 60 – 05 - 16

Account number: 28218647

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

All documents can be returned via email to hello@createcheltenham.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 Hewlett Arms Market and enclose my payment for £....

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

The Hewlett Arms Market 2025

Please read the terms and conditions carefully. By taking a stall at The Hewlett Arms 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 5pm when the market closes.
- Set up time is from 12.30am, stalls must be ready to trade from 2pm. Vehicles may park outside to unload but must move asap to enable everyone enough room. There is free parking at The Battledown Children's Centre.
- 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.
- Food stallholders must provide a copy of their food hygiene certificate, all items must be labelled with allergens.
- All candle/wax melt makers must be CLP compliant.
- The stalls will be outside, you will be required to bring gazebos/shelters up to the size of 3mx3m.
- 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 Hewlett Arms Market participates at entirely their own risk. Create Cheltenham and The Plough Inn, 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