

Terms and Conditions for Trading at the Little Legs Festival

Registration:

Registration is required before any trader can exhibit at the Festival. All traders must confirm to Festoon Events Ltd that they accept the terms and conditions.

All traders must provide copies of their PL insurance certificate (min £2 million), DBS certificates and a risk assessment.

All traders must comply with Trading Standards and Environmental Health legislation.

Exhibiting at Little Legs Festival:

Ideally we require stallholders to be available for the entirety of the event. Please note this is a three day event and all days run until 3pm. Craft and retail stalls may remain overnight but Festoon Events Ltd accept no responsibility for securing stock etc.

Payment:

Payment by BACS must be made in advance to the details on your invoice. Payment by cheque or cash is not accepted.

A receipt can be issued for payment on request.

Pitch Fees:

Retail Stalls: £25 per day payable in advance

Activity Stalls: £25 per day payable in advance, this is refundable on attendance at the event, This is to cover ourselves for traders not turning up as we have experienced this in the past.

Own cover will need to be provided. We do have a limited number of 3m x 3m gazebos to hire for £50 (plus a £100 refundable damage deposit). These will be issued on a first come first served basis (on payment). Please let us know via email if you wish to hire one of these.

2m Trestle tables available at a cost of £25 for the two-day event. Again, let us know via email if you require one, these are on a first come first served basis.

On Arrival:

Arrival and set up from 8am each festival day. Access to the gardens is via the St Peter's Road entrance.

You will be directed to your pitch – pitch plans will be circulated to stallholders in advance of the event.

All traders must respect the quality of this venue. Vehicles must be driven with the utmost care to ensure minimal damage is caused to the grassed areas. Those disregarding this requirement risk exclusion from future festivals / events at this venue. Two vehicular movements will be permitted – from the garden entrance to your pitch before the festival and from your pitch to the exit at the end of the festival.

Break Down and Departure:

The festival will close at 3pm on the Friday – site to be cleared by 6pm. However, members of the public may still be present, exhibitors are therefore requested to break down as quickly and efficiently as possible and take the greatest care when crossing the garden to leave. Stewards will be on hand to supervise.

Rubbish:

All traders are responsible for the removal of any waste materials created during the festival. No rubbish can be left on site. Offenders risk exclusion from future festivals / events at this venue.

Use of Electrical Equipment:

A limited number of 13amp electrical connections are available. To ensure availability on the day these must be applied and paid for in advance.

All electrical equipment used must be PAT tested and certified.

Electrical connections will be accessed and supervised by an officer of the venue.

Wi-Fi:

Unfortunately, there is currently no wi-fi connection available in the gardens, but there is a strong mobile signal enabling credit card machines to operate successfully.

Generators:

Low decibel electrical generators are allowed if required but must be registered with the organisers in advance and operated responsibly.

Water Supply:

Access to potable water is available. There is an outside tap adjacent to the back door of the coffee shop and reasonable use of this is available to fill vessels.

Compliance:

Any instructions issued by the police or an officer of the venue must be complied with immediately.

Disputes:

Any disputes arising will be finalised by Festoon Events Ltd.

General Points:

Your fee covers the cost of the pitch. Traders must supply their own gazebos and tables unless pre booked and paid for.

The use of free standing A boards or additional signage is permitted but must be located to ensure they are not a hindrance to fellow traders or a danger to the public.

The St Peter's Road entrance must be kept clear throughout the duration of the festival for emergency access.

Footfall:

As with any event, the organisers cannot guarantee footfall or sales volumes however the Gardens already enjoy numerous visitors and Festoon Events Ltd along with their sponsors have funded an extensive advertising campaign to promote the festival. Little Legs historically has had a footfall of around 700 paying customers (those over 1) per day.

Braintree & Bocking Public Gardens Rules:

The Trustees of Braintree & Bocking Public Gardens Trust want to make the gardens a safe and enjoyable place for you to visit:

1. Take care - paths may be slippery when wet or at certain times of the year.
2. The Lily Pond and the Scrape in the Wildlife Area contains deep water. Children should be accompanied by a responsible adult at all times when visiting that part of the garden.
3. Some plants growing in the garden may be poisonous if consumed. The flowerbeds are treated from time to time with herbicides and pesticides which may be toxic if consumed or touched.
4. Squirrels may bite. Please do not feed them.
5. Climbing: It is prohibited for anyone to climb any wall, fence or tree in the gardens, particularly the wall surrounding the Lily Pond.
6. Removal of Structures: It is prohibited to remove any bench, ornament or object from the gardens.
7. Fires: It is prohibited to light any fires in the gardens, drop a lighted match or use a cigarette lighter so as to risk causing a fire to break out.
8. Protection of Flower beds and trees: It is prohibited to walk on any flowerbed or area prepared for planting.
9. Removal of Substances: It is prohibited to remove any stone, soil, or turf or part of or whole plant shrub or tree from the garden.
10. Missiles: It is prohibited to throw or discharge any missile in the gardens.
11. Noise: No person shall:- Sing or shout, play a musical instrument, Operate a radio, CD player or similar equipment where the volume of sound is, in the opinion of the Park Warden, enough to cause annoyance to other visitors to the gardens.
12. Obstruction: No one shall obstruct the Park Warden or anyone acting on behalf of the Trustees, in carrying out their duties in the garden.
13. Alcoholic Drinks: It is prohibited for visitors to the gardens to consume any alcoholic drinks in the garden, except at an event organised by or with the permission of the Trustees in writing.
14. Dogs: It is prohibited to bring a dog into the gardens, except a Guide Dog accompanying a blind or partially sighted person.
15. Lily Pond: Swimming or paddling in the Lily pond is prohibited.
16. Removal of Offenders: Any person who has disobeyed these rules and persists in their behaviour after having been spoken to by the Park Warden or anyone else acting on behalf of the Trustees, may be removed from the gardens by the police.