



# Leiston Events Group

## Event Booking Terms & Conditions

These Terms & Conditions apply to all businesses, traders, community groups, charities, exhibitors, caterers, sponsors, activity providers and attractions attending events organised by the Leiston Events Group (“the Organisers”).

By submitting an application and accepting a booking, you agree to comply with the following conditions.

### 1. Applications, Booking & Confirmation

- All bookings must be submitted via the official Leiston Events Group application process.
- Submission of an application does not guarantee acceptance.
- Spaces are limited and allocated at the discretion of the Organisers to ensure a balanced and varied event.
- A booking is only confirmed once written confirmation has been issued and full payment (where applicable) has been received.
- Payment details will be provided upon acceptance. Bookings are not secured until payment has cleared.
- Fees are non-refundable.
- The Organisers reserve the right to decline applications that are not considered suitable for the event.

### 2. Event Categories

Bookings may include (but are not limited to):

- Retail businesses and traders
- Food and beverage vendors
- Community groups and charities
- Promotional stands
- Activity providers and attractions
- Sponsors and commercial exhibitors

Specific operational requirements may apply depending on the type of booking.

### 3. Arrival, Set-Up & Event Timings

- Set-up times will be confirmed prior to the event.
- All participants must be fully set up before the event opens to the public.
- Participants are expected to remain for the full duration of the event unless prior approval has been granted.
- Early departure without permission may affect eligibility for future events.
- Vehicles must be removed from the event site before opening time unless prior agreement has been made.
- No vehicle movements are permitted during public opening hours unless authorised and supervised by event staff.

### 4. Pitch Allocation & Equipment

- Pitch sizes and locations will be allocated by the Organisers.
- Participants must remain within their allocated space and must not obstruct walkways, emergency exits, access routes, or neighbouring pitches.
- Unless otherwise agreed, all participants must supply their own equipment including tables, gazebos, generators, cabling, and display materials.
- All gazebos and temporary structures must be suitable for outdoor use and securely weighted in line with safety guidance.

- Electrical equipment must be safe and fit for purpose. The Organisers reserve the right to inspect equipment.
- Access to power (if available) must be pre-arranged and may incur an additional fee.

### **5. Products, Services & Compliance**

- Only goods, services, or activities declared and approved during the application process may be offered.
- All participants must comply with relevant UK legislation, including (where applicable):
  - Trading Standards regulations
  - Food hygiene and safety laws
  - Product safety requirements
  - Licensing laws
  - Risk assessment and safeguarding obligations
- Food vendors must hold appropriate food hygiene certification and be registered with their local authority.
- The sale of illegal, counterfeit, unsafe, or offensive goods is strictly prohibited.
- The Organisers reserve the right to require removal of any product, display, or activity deemed unsuitable.

### **6. Insurance & Documentation**

- All businesses, traders, food vendors, activity providers, and attractions **must** hold valid Public Liability Insurance with a minimum cover level as specified by the Organisers (typically £5 million).
- Proof of insurance must be provided upon request.
- Risk assessments and relevant safety documentation may be required, particularly for food vendors, inflatables, demonstrations, performances, or interactive attractions.
- The Organisers accept no responsibility for loss, theft, or damage to stock, equipment, vehicles, or personal belongings.
- All participants attend and trade at their own risk.

### **7. Health, Safety & Safeguarding**

- All participants must comply with event health and safety procedures.
- Fire exits, emergency routes, and public access areas must remain clear at all times.
- Generators must be safely positioned, appropriately silenced, and not pose a hazard to the public.
- Any cables must be properly secured to prevent trips.
- Participants running activities involving children or vulnerable persons must ensure appropriate safeguarding measures are in place.
- The Organisers reserve the right to stop any activity considered unsafe.

### **8. Conduct & Behaviour**

- All participants are expected to behave in a professional, respectful, and family-friendly manner.
- Aggressive, abusive, discriminatory, or inappropriate behaviour will not be tolerated.
- Excessive noise, unauthorised amplification, or behaviour that disrupts the event may result in action being taken.
- Failure to comply with organiser instructions may result in removal from the event without refund.

### **9. Waste Management & Site Care**

- Participants are responsible for maintaining a clean and tidy pitch throughout the event.
- All waste must be removed at the end of the event unless otherwise agreed.

- No waste, packaging, oil, or hazardous materials may be left on site.
- Food vendors must manage food waste responsibly and prevent spillages.

#### **10. Weather & Force Majeure**

- Events may proceed in most weather conditions unless safety is compromised.
- Participants are responsible for ensuring their equipment is suitable for expected conditions.
- The Organisers are not liable for losses due to adverse weather.
- In the event of cancellation due to circumstances beyond the Organisers' control (including severe weather, safety concerns, government restrictions, or other force majeure events), refunds will be considered but cannot be guaranteed.

#### **11. Event Changes**

- The Organisers reserve the right to amend event layout, pitch allocation, timings, or operational details where necessary.
- Participants will be informed of significant changes where reasonably possible.

#### **12. Photography & Media**

- The event may be photographed or filmed for promotional purposes.
- By attending, participants consent to reasonable use of images featuring their stall, display, or personnel for marketing and publicity.

#### **13. Right of Refusal & Removal**

- The Organisers reserve the right to refuse or cancel any booking where it is considered in the best interest of the event.
- The Organisers reserve the right to remove any participant who fails to comply with these Terms & Conditions, without refund.