

## Community Stallholder Terms and Conditions



**Event Date: Saturday, 21st July 2018.**

The selection of community stallholders is at the discretion of the Trans Pride Brighton & Hove Committee and the organisation and materials presented on the event day must be consistent with those described in the prior written application.

Community stalls must represent an organisation(/s) that provides services specifically benefiting the Trans (or LGBTQ) community and these pitches are primarily allocated to promote the services of not-for-profit organisations. There may be exceptional circumstances whereby the Trans Pride Brighton & Hove Committee agree to a commercial organisation running a community stall where it can be demonstrated that there is a specific and valuable service to the Trans community being promoted, but any commercial (profit generating) activity undertaken at the event must be explicitly agreed (in writing) prior to the event date. Commercial organisations are encouraged to apply for a commercial pitch (using the separate form) to ensure a fairer assessment during the application process.

Stallholders must have the approval from their named organisation to represent that organisation and any affiliated organisation branded on any of their materials. Furthermore, all Stallholders must have any appropriate public liability insurance, official certifications and licenses required to represent that organisation in public. Evidence of such items must be available at request both prior, during, and after, the event on Saturday 21st July 2018.

Stallholders (and their staff) must observe the permitted access routes (as advised on the day), defined restricted areas, and must not – under any circumstances – walk upon or use the planted areas of Brunswick Square for access, storage or display. Brunswick Square Gardens is a registered Local Heritage Asset and should be treated as such; please respect the flora, fauna and features of the area. Please note that no dogs will be permitted within Brunswick Square Gardens, except assistance animals.

All community stallholders will be allocated a pitch of 3m x 3m by the Trans Pride Brighton & Hove Committee. The position of this pitch is non-negotiable other than in exceptional circumstances. Any access requirements for persons participating in the organisations' stall are to notify the Stall Coordinator to make any necessary arrangements.

Stallholders must provide their own power and are prohibited from using their vehicles within the park grounds at any time.

Community Stallholders must **not** sell food or drink refreshments in any form.

Stallholders must arrive on site and check in with the Stall Coordinator between 10am and 10:30 am on the event day. Stalls should be set up and ready by 11am and should remain set up until at least 5pm - other than in exceptional circumstances, of which the Stall Manager should be advised of prior to vacating the site. The site must be cleared and fully vacated by 7pm at the latest. There is no temporary on or off-street parking provided by Trans Pride Brighton, but stallholders are welcome to arrange this independently at their own risk and cost.

Stallholders must observe Trans Pride Brighton's commitment to being a safer space, and must refrain from engaging in or promoting any exclusionary, offensive or violent language and/or behaviour. All content used and distributed by stallholders are not to include or suggest connotations of anything that may be considered demeaning of any of the protected characteristics, including gender identity, sexuality, or cultural, racial or social stereotypes. Stallholders must behave with courtesy and consideration to guests, volunteers, other stallholders and organisers.

Stallholders must attend a Trans awareness briefing on site at 10.45am or 11.05am.

Stallholders are responsible for providing a gazebo or other suitable shade/shelter (if necessary) and must provide a suitable table and chairs for their staffers. Any equipment provided by the stallholders themselves must be considered fit for purpose and safe to use. Alternatively, chairs and tables can be arranged through Trans Pride for a fee (see below).

Stallholders are responsible for the collection, removal and legal disposal of all waste generated by their stall. We encourage recycling wherever possible. Stallholders must also keep their stall area clean, clear and safe during operating hours. Waste bags must not be stored or left in public walkways during operating hours.

Any stallholders found to be in violation of the Terms and Conditions will not be invited to any future events and may be asked to leave the site immediately, with no refund of site fees paid.

All fees due must be paid in advance (by the due date noted on the invoice) in order for the pitch to be taken up on the event day. Failure to pay by the given due date may result in withdrawal of your organisation's application and refusal to participate as a stallholder within the event.

#### 2018 Fees

##### Standard Pitch:

3m x 3m pitch	(10am to 7pm)	£60
50% discount for small groups	(see note 1)	-£30
Additional post-event cashback for successful fee waiver application	(see note 2)	-£30
optional:	Hire of table and 2 chairs	£15
optional:	Hire of 2 tables and 4 chairs	£30

Note 1: Small community groups (or registered charities) with a total recorded annual income of less than £275,000 in their last financial year can apply for the small groups discount. Evidence (via the Charities Commission website, or financial accounts signed by the group Treasurer for unregistered community groups) must be submitted to be considered for this discount. Incomplete applications will be billed at the full community stall rate.

Note 2: Smaller community groups (or registered charities) with a total recorded annual income of less than £15,000 in their last financial year can also apply for a fee waiver. Evidence (via the Charities Commission website, or financial accounts signed by the group Treasurer) must be submitted to be considered for this waiver. The Trans Pride committee will consider these applicants and select a number of small groups for the fee waiver to ensure inclusion of groups that could otherwise not afford to attend the event. In these instances, confirmation of successful application will be provided, but payment of the initial fee (via the invoice) is still due to act as a deposit payment which will be returned to the group (if they attended and complied with all the standard terms and conditions) within the 10 days following the event. Unsuccessful applicants will be advised of their status. Waiver applications cannot be made retrospectively, and must be received by the application deadline as published on our website.