

Ottershaw Village Fete  
Saturday 28<sup>th</sup> June 2025 1-5pm  
Ottershaw Memorial Playing Fields  
Ottershaw KT16 0NQ.



## **PITCH APPLICATION - TERMS AND CONDITIONS**

### **PLEASE ENSURE YOU READ AND AGREE TO THESE TERMS AND CONDITIONS ON YOUR ONLINE APPLICATION FORM DECLARATION**

#### **General:**

1. Non-compliance of any of the following terms & conditions or instructions from an executive committee member on the day of the event, will result in you having to vacate the field immediately and not being invited to attend in future years.
2. No pitch holder will be allowed to trade without a completed booking form, risk assessment, signed copy of these terms and conditions, appropriate payment and any other relevant documents as stated in the following terms and conditions.
3. Pitch holders must respect their neighbours at all times and must not intrude on their space or create unacceptable interference through noise and movement.
4. All pitch holders to provide clear signage to promote their product/activity.
5. Pitches will normally be arranged in rows of 2, back-to-back with a gap between each back-to-back pitch. There will be a side gap between each pitch. Food pitches will be arranged differently.

#### **Booking and pitch requirements:**

1. We reserve the right at our sole discretion and without giving any reason, to refuse any application, returning any fees received.
2. Pitch holders can only sell the goods that they have listed on their booking form. We reserve the right to refuse a pitch to anyone who attempts to sell items not as stated on their completed application form.
3. Selling a booked pitch to another person is prohibited and will be deemed as breaking your agreement with us. If you do this you, and the other person will be asked to leave the field immediately and not be invited to attend in future years.
4. Verbal bookings are not accepted; we can however confirm availability of space at time of contact.
5. Pitches and the Public Liability Insurance (if needed) must be paid in full at least 1 month before the date of the fete and 1 week after the booking is confirmed. If the correct payment and booking form has not been received within this time, then the pitch will be made available to other applicants.
6. If the event is fully booked, we will retain a reserve list of applicants. If a booked pitch is cancelled their pitch will be offered to another applicant, at the decision of the executive committee.
7. All stallholders must have public liability insurance up to 1 million, a copy of which should be available to the public on the day of the fete.
8. All pitch holders handling food must comply with the "[Runnymede Borough Council's Hygiene Standards](#)" and be registered with them or another Council. You must add your food hygiene certificate details in the application box provided.
9. All pitch holders collecting for a charity will need to produce a letter of permission from their chosen charity on booking. We will be sending a list of our charitable collectors to Runnymede Borough Council for authentication. No charity collector is permitted to walk around the field with collection boxes.
10. All pitch holders must fill in and return the 'risk assessment' aspect of this form on application.
11. You must provide proof of PAT certificate for any electrical appliances with plugs over 1 year old.

12. If you intend to use gas, please indicate this on your risk assessment and provide evidence of a gas safety certificate.
13. Allocation of pitch sites on the field is at the sole discretion of the executive committee. However, we will try to accommodate requirements if possible.
14. The executive committee, in advance of the event, must approve all amplified sound systems.
15. Generators may be allowed on the field, however if you wish to bring one along then you need to seek permission from the executive committee and have all up to date paperwork and a letter of approval on the day should you be asked.
16. No vehicles of any type are allowed on pitches during the fete. If your trade requires a vehicle, then you must state this in your application for approval.
17. All of your equipment needs to be within your pitch boundaries, no encroachment on your neighbour's site will be allowed.
18. The executive committee do not provide tables, chairs, gazebos or electrical outlets on the day.
19. All rubbish on and around your site must be collected and taken away with you at the end of the day. Any pitch holders who do not comply will not be invited to attend future fetes. You must provide a bin for any rubbish created by your stall and take it with you to be disposed of.

### **Cancellation of Booking:**

1. Pitch fees will only be returned should government restrictions cause the fete to be cancelled.
2. Any pitch holder who does not pay for their allocated pitch for any reason will not be allowed onto the fete grounds on the day of the event.
3. The executive committee may decide to close the fete early once it has started due to extreme circumstances such as severe weather. Pitch holders will be informed of any changes over the main speaker system. No full or part refund of pitch fees will be given in these circumstances.
4. In the unlikely event that there is an 'AMBER' weather warnings (risk to life and property) indicated for the day of the fete, the executive committee may make the decision to cancel the fete on safety grounds. No refund of pitch fees will be given in these circumstances.

### **Schedule on the day:**

1. Pitch holders are permitted to set up on the field from 9.30am. Please unload your vehicle and remove it from the field as soon as possible. All vehicles must be off the field by 11.00am. Vehicles can enter the field via Carpark 1 (The Pavilion), and exit into the Carpark 2 area to park your car if needed (adjacent to children's play area). If you arrive after 10.30am then you must park in the car park provided and walk your equipment/goods onto the field.
2. When unloading your vehicle all pitch holders must take into consideration the pitch holders adjacent to them and keep their vehicles in front of their own site in a position that will not block other vehicle movement on the field or prevent other pitch holders from unloading their wares.
3. No pitch holder is allowed to bring a vehicle onto the field from 11am to 5pm.
4. All pitch holders must undertake to have their exhibits on display in their allocated space and in full view. Exhibits shall not obstruct the general view or hide the exhibits of others and shall not be packed, covered or removed throughout the advertised hours of the fete.
5. Pitch holders are only allowed to trade within their allocated pitch and nowhere else on any part of the field. This includes walking around the field charity collecting, leaflet distributing, advertising, etc.
6. All pitch holders are expected to keep their pitch active until 5pm when the fete closes even if they have sold out of stock. Cars will not be allowed back onto the field until after 5pm.

### **Insurance:**

1. All pitch holders are responsible for the provision of public liability insurance and for the safety of their stall and its products.
2. A copy of the pitch holder's public liability insurance certificate, of a minimum of 1 million, and/or insurance policy is required on the day. If you are not sure what is required or how to obtain P/L then please contact Julie Last who can add you on to the fete insurance for a fee of £14.
3. The executive committee, directors or Ottershaw Community Partnership do not hold any liability for any pitch holder or their products.
4. Every pitch holder shall participate at the fete entirely at his or her own risk in every respect, and shall absolve the executive committee, directors and Ottershaw Community Partnership from responsibility for such risks, including personal injury, loss or damage to property: however, this injury, loss or damage may be caused whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform.
5. The executive committee, directors and Ottershaw Community Partnership cannot be held responsible, and its exhibitors absolve it from any responsibility, for loss of profits, for damage or theft of trader's stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agents to perform, which may result in loss to pitch holder's. executive committee, directors and Ottershaw Community Partnership does not provide insurance cover for theft or damage to stallholder's stock and recommends that they take adequate insurance against all risks. It is a condition of booking that exhibitors absolve the executive committee, directors and Ottershaw Community Partnership from any responsibility for refunding fees paid by them except as specified under these conditions.