

# ETHELDREDA FAIR

## SATURDAY 2nd June 2018

10am – 6pm Palace Green & Cross Green, Ely

The Etheldreda Fair is always a very popular event in the Ely Calendar attracting a considerable number of visitors and will this year once again, coincide with the Open University Graduation Ceremonies at the Cathedral. The fair takes place on the Palace Green, which is directly opposite the main entrance to the Cathedral, and this year we are also using Cross Green to the left of the Cathedral main door.

**Market stalls and pitches (allocated space where you provide your own table and/or gazebo)** are available to craftspeople and charities and can be booked by completing the form below. Payment in full is requested with the booking form along with your risk assessment and a copy of your Public Liability Insurance Certificate and food hygiene certificates if you are selling food or beverages (if these are due for renewal before the event please put in a note of when it will be renewed and provided)  
*Please note there will be no refunds unless the event is cancelled by the organisers, in which case a full refund will be made.*

**Setting up is from 8.00am for those providing their own stall/gazebo and 8:45am for those using our hired market stalls.** No vehicles, caravans or trailers are allowed on the Palace Green itself, the side road may be used for unloading/loading only. There are numerous free car parks in Ely. Please unload / load and remove your vehicle from the Green as quickly as possible.

**At the end of the Fair,** please leave your pitch as you found it. Please treat the Palace Green and Cross Green with respect.

**The Organisers** cannot accept any liability for stall holders, their goods or property during the Fair. You are required to arrange your own insurance.

The Fair is being held in aid of the Ely Cathedral Choir Tour Fund

---

**Booking form to be returned to: Christina Leak at The Blossoms, Mill Road, Gazeley, Newmarket. CB8 8RW.**

Name: Mr/Mrs/Ms.....Phone No:.....

Address:.....

.....

Email:.....

Type of craft/Name of Charity:.....

**Please Note**

If you are selling food or drink items please provide your full trading name and your local authority registration details

.....

**Pitch only @ £40.00 per 8'x8' pitch**  
(larger pitches at pro rata price)

**Market Stall @ £60 for 8' stall**

**Own Gazebo @ £45.00 up to 10'x 10'**  
(larger pitches at pro rata price)

**Large Market Stall @ £70 for 10'**

I agree to abide by the conditions set out in the Conditions of Booking and enclose £.....

Cheques payable to **Ely Cathedral Choir Tour Fund**

Date.....

Signed.....

## Etheldreda Fair 2018 Conditions of Booking

1. All bookings must be made on the enclosed form and accompanied by the correct remittance – please note that once you have been offered a stall any monies paid are not refundable under any circumstances.
2. Accurate details of the content of stands must be given when applying for space, and applications for space shall be dealt with by the Fair Committee at their entire discretion.
3. No claims will be entertained for anything that may happen to exhibitors or their property in connection with or arising out of this show. It is deemed a condition of entry that each exhibitor shall agree to indemnify the organisers against legal action arising out of each accident or event.
4. All exhibitors must carry out a risk assessment for your stand **and return a copy with your booking form**. You should assess the potential hazards and either eliminate them altogether or ensure that the public is protected from them e.g. tripping over guide ropes, unstable objects that may fall, sharp edges etc. The Fair Safety Stewards withhold the right to remove any apparatus deemed unsafe. Adequate fire extinguishing precautions should be taken.
5. **Copies of Public and Employer Liability Insurance Certificates must be sent with your booking application** and should be for a minimum of £5,000,000.
6. Stands should be manned at all times and whilst the Fair Committee will make every effort to ensure the overall security of the fair site, no responsibility will be taken for goods or equipment brought onto the site.
7. All stands must be in place by 9am on the morning of the show and must be open from 10am until 5pm. No part of the stand can be dismantled until after 5.30pm once the general public has left the site.
8. All exhibitors' cars must be removed from site and parked in one of the many free car parks in Ely by 9:15am. Any vehicles not complying will be removed at their owner's risk.  
**Movement of vehicles on the site between 9:30am and 5:30pm is STRICTLY PROHIBITED.**
9. Unless expressly indicated on the booking form no exhibitor shall offer for sale any foodstuffs or beverages to members of the public.
10. Exhibitors need to ensure that all items for sale comply with current Health and Safety Legislation.
11. Exhibitors are reminded of their responsibilities under the Food Safety Act 1900, the Food Standards Act 1999 and all relevant hygiene, health and safety laws and regulations and will be required to complete and return all relevant documentation as requested, failure to do so may result in exclusion from the Show.
12. **Exhibitors must contain their sales activities to within their allocated area. They must not block any emergency exit or walkway. Any distribution of leaflets must take place within the stand space allowed. Unauthorised banners and fly posting will not be permitted within the Fair Site or car parks.**
13. **The selling or holding of any auctions or game of chance and the sale of raffle tickets is not permitted without prior written permission from the Fair Committee.**

# RISK ASSESSMENT FORM

Activity/Task:



HAZARDS	RISK RATING (High, Med, Low)	CONTROLS

**PEOPLE AT RISK:**  
 Tick appropriate box(s)      Employees       Non Employees

**SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk**

- 1) Before Starting Work:
- 2) Safe Working:
- 3) Upon Completion:

**Overall Task Residual Risk** (High, Med or Low) After Implementing Control Measures *low-medium*

**Are the Risks Adequately Controlled**      Yes / No      (If No This Activity **Must Not** Take Place. Contact Personnel Health & Safety Service For Further Advice)

**Assessor Name:**      **Signature**      **Date:**  
 Date Communicated to Staff:

RISK ASSESSMENT REVIEW	ADDITIONAL CONTROL MEASURES:
------------------------	------------------------------

Are Employees Complying	Yes / No
Have Any New Hazards Been Identified	Yes / No
Are the Risks Adequately Controlled	Yes / No

If No This Activity **Must Not** Take Place. Contact Personnel Health & Safety Service For Further Advice

**REVIEWED BY:**      **Signature:**      **Date:**  
 Date Communicated to Staff (if findings different):