BOOKING TERMS & CONDITIONS BETWEEN YOU (THE “SUPPLIER”) AND THE FEDERATION OF LONDON YOUTH CLUBS (“LONDON YOUTH”) IN RELATION TO WOODROW HIGH HOUSE (THE “CENTRE”). THE EVENT REFERRED TO IN THESE TERMS IS SUMMER FUN DAY (THE “EVENT”).

Insurance & Safety:
1. Each supplier must provide evidence of valid public liability insurance (covering participation in the event). Please email your certificate to hellowoodrow@londonyouth.org immediately after booking. If you fail to provide this, Woodrow High House reserves the right to reject your booking with no refund.
2. We strongly advise suppliers to have their own insurance to cover personal accidents etc.
3. Supplier whose trade, profession or practice is regulated in any way (licensed, certified or otherwise regulated) must provide evidence of compliance with such regulations.
4. If requested, suppliers must provide a risk assessment and/or evidence of compliance with current Food Hygiene standards (covering participating in the event).
5. Woodrow High House will not be responsible for any loss or damage to merchandise or personal property or for injury to any person caused by the day’s activities, the weather or any other reason or cause. Money and valuables should be kept out of sight and secured.

Rejection & refunds:
1. Woodrow High House reserves the right to refuse admission to or participation in the event at any time, without being required to provide a reason or refund.
2. Woodrow High House cannot be held responsible if the event is cancelled before or on the day for any reason.
3. There will be no refund of fees in case of bad weather or for any other reason.
4. If you must cancel your booking, we will refund 100% of your fee (minus a £10 admin fee) up to 27th May 2020. After 27th May 2020 no refunds can be given under any circumstances.

Equipment & location:
1. The location and positioning of suppliers will be determined by Woodrow High House, whose decision is final. Every endeavour will be made to meet the general wishes of suppliers regarding position, without causing unfairness to others.
2. Stall holders will be provided with one table and two chairs by Woodrow High House. These must remain in the stall space for the duration of the event. We would appreciate if your chairs could be stacked and table collapsed after take-down.
3. Suppliers are expected to supply all other equipment required including power, gazebo, protection from rain, sun etc. unless otherwise agreed in writing with Woodrow High House.

Set-up & take-down:
1. Suppliers must be set up, ready for trading by 11am and manned throughout the day until 3pm.
2. Suppliers must not close-down or pack-up during event open hours (11am - 3pm).
3. Suppliers must keep their pitch and surrounding area clean and tidy. Any rubbish should be taken off site and disposed of properly by the stallholder at the end of the event.
4. Suppliers are allowed access to the site from 8am to set-up. We have a small amount of free parking available for suppliers (1 vehicle per stall). Any additional vehicles will be charged at a rate of £5.00 per vehicle. All vehicles must be removed from the main site and parked by 10:30am.