

**The Hospice of St Francis Garden Party
Ashridge House
Sunday 14th September 2025, 12 - 5pm**

Stall Holders Terms and Conditions

I am pleased to invite you to apply for a pitch at The Hospice of St Francis Garden Party at Ashridge House. By applying you agree to abide by these Terms and Conditions.

Pricing

- Standard pitch £75 3m x 3m
- Double pitch £130 6m x 3m
- Premium pitch £85 (End of row with 2 open sides) 3m x 3m **(9 available)**

A booking is only confirmed once the application has been accepted, and payment has been made in full. ***While submitting an application doesn't guarantee a pitch, we will carefully review each submission. Pitches are allocated to provide variety and avoid duplication for this year's flagship event. Payment will only be taken once completed applications have been reviewed and Stall Holders have been allocated.***

In the event that full payment is not received prior to the due date of **22nd August 2025**, we reserve the right to:

- ❖ cancel the booking without further notice
- ❖ and/or
- ❖ re-sell the pitch without further notice.

Pitches

- Standard Pitches are 3m x 3m.
- Premium Pitches are 3m x 3m and are on the end of a row with 2 exposed sides.
- Double Pitches are 6m x 3m.
- Stall Holders are responsible for providing their own equipment including, but not limited to, their own gazebo, tables, gazebos, float and staff.
- All Stall Holders will be allocated a pitch number. This will be given out nearer the event with set up instructions. Once allocated, there will be no movement of pitches.
- If you wish to share your pitch/stall with another trader, perhaps to split costs, this is something you must arrange between you; we just need to know the name/s for the stalls and documents for both businesses.
- Stall Holder vehicles cannot be driven onto the lawns and will not have access to Lime Walk driveway.
- On arrival, please park in Lime Walk Car Park and unload from there. Where possible the Hospice will provide volunteers to help but this is not guaranteed. Please therefore consider bringing a trolley, extra staff or similar, to help with unloading. *If special access is required, please let us know and we will review this on a case-by-case basis.*
- Stall Holders are required to donate a raffle prize with a *minimum* retail value of £20 on the day.

- Wi-Fi may be available on the day, but please note that this is a temporary outdoor event and so we are unable to guarantee Wi-Fi. We recommend you bring your own hotspot where possible.
- There are a limited number of pitches available. Please note application does not guarantee a pitch. Pitches will be allocated to provide the greatest variety and avoid too much duplication.
- Closing date for stall applications is **Friday 15th August 2025**. After this date we will only consider applications if pitches are still available.
- Payment will only be taken once applications have been accepted and confirmed.
- If applications are not accepted Stall Holders will be notified by email where possible, post if not.
- Our arrangement with Ashridge House requires all Stall Holders to provide a copy of their Public Liability Insurance. Food stalls (no hot food) are also required to provide a copy of their Food Hygiene Certificates no later than Friday 15th August.
- Successful Stall Holders are required to help promote the Garden Party by sharing The Hospice of St Francis Garden Party on their own social media; Facebook, Instagram and Twitter. Once confirmed, please like and share our dedicated Garden Party event page on Facebook as soon as possible.
- Final arrangements for the day will be emailed two weeks prior to event day.
- At the end of the event please take your rubbish away and leave your pitch litter free, including all tent pegs for your gazebo.
- Stall Holders are responsible for ensuring there is no damage to the lawns. By agreeing to these T&Cs you commit to doing everything in your power to protect the lawn at Ashridge House; including but not limited to, anything of extreme temperature (heat or ice) must not touch the ground directly, tent pegs must not make excessive holes etc.
- By applying you agree to abide by these Terms and Conditions.

Cancellation

- If a Stall Holder needs to cancel, fees are non-refundable.
- I understand that The Hospice of St Francis is not liable for any event of force majeure including, without limitation, act of God, war, insurrection, riot, explosion, civil disturbances, acts of terrorism, fire, explosion, flood, theft of essential equipment, pandemics, or similar matters.
- The Hospice of St Francis reserve the right to cancel the Event if extreme weather conditions or other unforeseen circumstances beyond the organisers' control persist, (including, but not limited to, acts of terrorism). Should any such circumstances arise, prior to or during the event,
 - ❖ The Hospice of St Francis shall be under no obligation to provide a refund
 - ❖ and
 - ❖ The Hospice of St Francis will not be liable for any damages or losses incurred by Vendors
- If the event is postponed due to weather or any other circumstances beyond The Hospice of St Francis control, you will be guaranteed a pitch on the new date, offered a refund if you cannot attend or the option to donate your fee in support of our vital work.

General

- Any Stall Holder failing to comply with any of the following terms, at the discretion of The Hospice of St Francis, may be asked to leave the event. In such circumstances, no refund will be given and any losses incurred by the Stall Holder shall be the sole responsibility of the Stall Holder and The Hospice

of St Francis will not be responsible in respect thereof. Such Stall Holders may (at the sole discretion of The Hospice of St Francis) not be permitted to trade at future The Hospice of St Francis Events and The Hospice of St Francis will not be responsible for any losses incurred as a result.

- All Stall Holders must remain trading during the event open hours. The failure of a Stall Holder to trade at any time when the event is open will result in exclusion from future events.
- Stall Holders must keep their stall area (and the immediate area surrounding it) tidy and clear of all rubbish. Stall Holders must take their own rubbish home with them and/or deposit it in the on-site skip. Any Stall Holders who fail to adhere to these arrangements and/or who leave their rubbish anywhere on site, other than as directed will be charged a £100 clean up fee.
- The Hospice of St Francis will not tolerate abusive, threatening or intimidating behaviour of their staff, public or other Stall Holders. Any Stall Holders behaving in a manner deemed by The Hospice of St Francis to be abusive, threatening or intimidating will be asked to leave.
- It is the responsibility of the Stall Holder to safeguard and secure their own pitch. The Hospice of St Francis do not accept any responsibility for theft, loss or damage, howsoever incurred.
- Parking in the car park is at the owner's risk.

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Stall Holder Application Form

Name: _____

Company: _____

Address: _____

Email: _____

Website: _____

Phone: _____ Mobile: _____

Description of food: _____

I enclose a copy of my Public Liability Insurance

(A new certificate of insurance will be required if the policy expires before 13.09.25)

I enclose a copy of my food hygiene certificate (if applicable)

***Once applications have been accepted and confirmed we will be in touch to request payment details.
Available payment methods include: (please tick your preference)***

- **I enclose a cheque for £75/£85/£130 (delete as appropriate) made payable to The Hospice of St Francis**
- **I will pay £75/£85/£130 online @ www.stfrancis.org.uk/donate (please include GP Stall as reference)**
- **I will pay £75/£85/£130 by Credit /Debit Card by phone**

Please return your completed application to;

Sophie Thomas, The Hospice of St Francis, Spring Garden Lane, Berkhamsted, Herts HP4 3GW

or email; fundraising@stfrancis.org.uk

Thank you for your support.