

## Stallholder Terms and Conditions

### Festive Open Days at Calverley Old Hall

Saturday 29 and Sunday 30 November 2025

#### Bookings & Selection

- Submission of an expression of interest does not guarantee a stall. Due to limited space, all stallholders will be selected by the Landmark Trust based on quality and fit for the event and our decision is final.
- Stallholders will be informed of the outcome by Friday 5 September 2025 by email. Stallholders who do not confirm their attendance by Tuesday 30 September 2025 may be replaced by another Stallholder.
- There is no fee to take part, thanks to generous support from the National Lottery Heritage Fund who supported the rescue of Calverley Old Hall. The Landmark Trust will not cover any costs or expenses accrued by stallholders by attending, these costs must be covered by stallholders.
- Stallholders must be aged 18 or over.

#### Pitch Information

- We aim to host up to 15 stalls across the weekend, both indoors and outdoors.
- Pitches are allocated by the Landmark Trust team and cannot be moved once assigned.
- Stallholders are required to be onsite for the full event, 10am-4pm.

#### Indoor stalls:

- Located within the Community Space and selected historic rooms of Calverley Old Hall.
- Space provided for a table up to 1.5m x 1m, plus standing room behind.
- Due to the historic nature of the site, no temporary walls or vertical hanging displays are permitted.
- There are very limited tables available; stallholders should expect to bring their own.

#### Outdoor stalls:

- Located in the grass front garden, which all visitors will enter through.
- Outdoor pitches are expected to be slightly larger: 3m x 3m. Stallholders must bring their own gazebo, table, and chairs.

- Any outdoor gazebos must be properly secured in case of wind or rain.

#### Set-Up & Pack-Down

- Set-up: from 8:00am each day, completed by 9.30am.
- Pack-down: by 5:00pm on Sunday.
- The event will run 10am-4pm both days. Dismantling before 4pm is not permitted.
- Due to very limited drop-off space for unloading, stallholders bringing stock by car will be given a set up time to arrive on Saturday morning. After unloading, all vehicles must be moved to local roadside parking.
- Indoor stallholders may leave items overnight at your own risk on Saturday, but the Landmark Trust accepts no liability for damage or theft. Exterior stall holders should anticipate taking all their stock and belongings away as the garden is not a secure area.
- Stallholders must bring sufficient support to manage their own setup and pack-down.

#### Sales & Products

- Products must be handmade or artisan in nature, as described in your expression of interest.
- Stallholders should consider a range of budgets in their product selection.
- Any significant changes to your product list must be approved in advance.
- Stallholders are responsible for handling their own sales, payments, and staffing during the event.
- The signal is fair at Calverley Old Hall and the Community Space and the Great Hall in the main building have Wi-Fi. The Landmark Trust cannot be responsible for any loss of mobile signal or Wi-Fi during the event.
- The following products are NOT permitted: Naked flames, pressurised gases; blades, knives or anything that could be considered a weapon; adult themed products; any product deemed to be explicit or offensive; products requiring refrigeration; non-handmade or mass-produced goods; food made without appropriate health permits. The Landmark Trust reserves the right to ask Stallholders to remove any products they deem inappropriate or dangerous.
- All packaging or displays must be tidy and kept within your allocated pitch space.

#### Health & Safety, Risk & Insurance

- It is preferable for Stallholders to hold Public Liability Insurance and that a copy of the certificate is provided upon confirmation of selection. For Stallholders selling food item, this will be an essential requirement.

- Stallholders are responsible for ensuring their stall is safe, tidy, and compliant with any relevant regulations (e.g. food hygiene certificates if applicable).
- The Landmark Trust accepts no responsibility for any damage, injury, or theft that occurs during the event.
- Emergency exits should not be obstructed at any times.
- In the event of a fire alarm, all stallholders must follow the fire procedure and exit the building leaving all items.
- Stallholders shall take reasonable care for the health and safety of themselves and ensure they shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

#### Electricity

- Electricity at your pitch is not guaranteed. If access is essential, this must be stated clearly in your application.
- Where power is available and has been confirmed to you upon selection, Stallholders must bring their own extension leads. Any electrical items must be PAT tested.

#### Waste & Sustainability

- Stallholders are expected to minimise waste during the event.
- All waste generated by your stand must be taken away with you at the end of each day.

#### Food & Refreshments

- Stallholders should bring their own food and drink.
- Free tea and coffee will be available to stallholders in the Community Space kitchen.
- Lone stallholders may ask a Landmark volunteer to collect drinks on their behalf.
- The main Landmark kitchen must not be used to prepare food or drink during the event.

#### Evaluation & Feedback

- As this is a National Lottery Heritage Funded project, all stallholders will be required to complete a short online feedback survey after the event.
- The survey must be completed by Friday 5 December 2025.

#### Cancellations

- If you can no longer attend, please inform us as soon as possible so that we may offer your space to someone else.
- If the Landmark Trust is required to cancel the event, we will inform all stallholders with as much notice as possible.
- The Landmark Trust is not responsible for any costs incurred by stallholders (e.g. travel, accommodation) in the event of cancellation for any reason by us or by the Stallholder.

#### Venue Guidelines

- Calverley Old Hall is a Grade I Listed building; care must be taken not to damage any part of the structure or interiors.
- No adhesives, nails, or fixings may be applied to any part of the building or furniture. Stallholders will be responsible for the cost of any damage incurred.
- Any accidental damage must be reported to staff immediately.
- The venue is non-smoking and no vaping throughout.
- The venue does not permit dogs on site except for registered assistance dogs.

#### Equal Opportunities

- The Landmark Trust is committed to promoting equality, diversity, and inclusion.
- All participants must respect this ethos and conduct themselves professionally throughout the event.
- Aggression or poor behaviour towards Landmark Trust staff or our visitors will not be tolerated.

#### **Contact**

For all queries about Calverley Festive Open Days, please contact Natalie Craven, Engagement Officer:

[calverley@landmarktrust.org.uk](mailto:calverley@landmarktrust.org.uk)

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