

## Eid in The Park with Annoor Vendor Terms and Conditions



**Disclaimer – All terms and conditions in this document are at the discretion of the Annoor Centre CIC Management.**

1. Stalls are only confirmed upon receipt of required documentation, retainer fee and FULL payment.
2. All payments must be received in full by the date specified to the individual trader.
3. Any application which is not fully completed will be returned to you to resubmit. Please note, your application will be treated as a new application.
4. All vendors will be expected to arrive between **10:30-12:30p.m.** Once you have arrived, you will not be able to take your car out again until the end of the day. We advise you to plan your journey so that all the necessary items and equipment are delivered in a single journey.
5. Only one vehicle per vendor will be permitted on site.
6. Latecomers will not be allowed to drive onto the park after **12 p.m.**
7. You must tell us your vehicle registration number. Drivers must bring photo ID with them.
8. Vehicles are to travel at 5mph in the park with hazard lights on.
9. Vehicles must be stationary in their allocated bay by **12:30 p.m. until 7 p.m.**, during these times vehicles must be parked in the designated area. There will be a penalty charge of £100 for vehicles not parked in designated areas and for vehicles moving during the hours stated.
10. Each vendor will be issued a parking permit for one vehicle on the day/s of the event, this must be displayed upon arrival and throughout the day.
11. Those without an allocated parking space will need to have their vehicle offsite by 11:30am.
12. Stalls must be ready for inspection between **12 - 12.45 p.m.**
13. Trading will commence at **1pm and will cease at 7pm** with stewards closing queues shortly before this time.
14. Food stalls will be placed in their own area and have shown to always attract high footfall.
15. Non-food stalls will be located closer to the fairground, to take advantage of the footfall.
16. We will show you your stall allocation on the day; therefore, please do not request a location for your stall on the day as this will not be changed.
17. **We do not offer complete exclusivity for regular stalls (including henna and face painting stalls); we will allow up to 2 of the same types of stalls.**
18. For food stalls we will only allow 1 of each type of cuisine.
19. Only items approved by Annoor Centre CIC management team may be displayed, sold and/or promoted. Items not approved in advance will be taken off the stall and you may lose your retainer fee at the discretion of the organisers.
20. All goods and merchandise offered for sale or sold by vendors must comply with relevant safety and compliance standards.
21. Charity stalls may sell goods agreed by the organisers however no fundraising collections are permitted.
22. Traders selling clothing may bring a maximum of 2 clothes rails for displaying items.
23. Traders are responsible for their own stall signage.

24. All equipment must be removed from the site by 8:00pm. No equipment is permitted to stay on site overnight, any equipment that is left will be at the vendors own discretion.
25. Annoor centre CIC will not take any responsibility for any equipment left.
26. Annoor cannot be held responsible for poor sales on the day. Refunds and discounts will NOT be given.
27. No subletting of the vendors allocated space permitted. Anyone who does so may lose their retainer's fee.
28. Failure to comply with above conditions may result in you losing your FULL retainer's fee.

## Cancellations

1. In case of the event being cancelled by Annoor Centre CIC (the organisers) vendors will be refunded in full.
2. In case of the event being cancelled due to unforeseen circumstances which are not in the control of the organisers (i.e. bad weather) then the organisers will not be able to refund vendors.
3. Vendors who cancel after **28th March 2025** (1 week before the event) will forfeit 100% of the payment however, the retainer fee will be returned.
4. Cancellations before **28th March 2025** will be offered a refund, less a 50% cancellation fee. The retainer fee will be returned.
5. Annoor Centre CIC reserves the right to re-let any cancelled stalls.
6. **If you cancel within 7 days of the event (28th March 2025 or after), or do not show up to the event, you will also forfeit the right to your retainer fee being returned.**

## Insurance/Indemnity

1. Vendors must provide evidence of valid, adequate public liability insurance which covers the event.
2. Vendors are fully liable for claims arising from their conduct/service.
3. Vendors are responsible for their own safety, security, and insurance and that of their property and equipment.
4. Annoor Centre CIC is not responsible for any loss or damages of goods or equipment.
5. Annoor Centre CIC is not responsible for any loss or personal injuries which arise from incidents which are not connected to the organisers and/or are due to the negligence of the vendor.
6. Vendors will be liable for any loss or damages to equipment provided by the organisers.

## Regulations

1. All vendors must comply with Food Safety regulations (General Food Hygiene) Regulations 1999 and be registered with their local authority for the provision of such services. All food traders must have FHRS of level 3 or above.
2. Food vendors must provide all documentation requested by Ealing Council before a catering application is confirmed.
3. All LPG gas bottles must be always stored in secure cages.
4. Fire risk assessments must be completed by all traders before the set-up of your stall.
5. Vendors are responsible for the adherence to Health and Safety at Work Act 1974 and all other relevant statutory provisions covering all health and safety regulations.

## Equipment

1. The event does not provide any furniture or stall weather protection.
2. **Vendors must bring in their own tables, chairs.**
3. You will be provided space under a shared marquee.
4. You will be given 2m by 4m floor space, if your equipment does not fit within these parameters, please let us know before the day of the event.
5. No cash floats will be provided by Annoor.

## Health & Safety

1. Difficulties could arise for any reason. Vendors are reminded to react with the best of Islamic and morally acceptable manners.
2. Generator owners must ONLY use diesel (NO petrol generators allowed); all power cables must be covered; generators must be surrounded by fencing; a CO2 fire extinguisher must be near every generator; generators must have a RCCB (Residual Current Circuit Breaker) built in. Failure to comply will mean turning the generator off.
3. Vendors must conduct themselves in a proper, polite, and orderly manner at all times and keep noise to a minimum.
4. Vendors must be kept in a clean and tidy condition and remove all rubbish from the site.

## Weather

1. Annoor Centre will not be responsible for trade affected by weather conditions.
2. Annoor Centre will not bear any responsibility for application refunds for cancellation either by Vendors or the Annoor Centre.

## Henna & Face Painting

1. You will need to be covered by your own Public Liability Insurance
2. The paint needs to be non-allergenic, and water based.
3. You must provide customers with information on when & how to remove paints.
4. The designated henna and face painting area can fit x1 6ft table, a pull-up banner and 2 chairs.

## Food Stalls

Catering at an outdoor event or from mobile facilities is a high-risk activity. There is the possibility of causing food poisoning to many people and health and safety accidents that may occur. Annoor Centre management wishes to ensure that all risks are controlled and avoided. There are general requirements in the food hygiene and health and safety legislation for all food businesses to be operated in a hygienic and safe manner.

1. All food vendors (including snacks) must provide a copy of their Food Hygiene certificate, Public Liability insurance, halal certificate (if selling meat or non-vegetarian products) with HMC specification, and menu & prices with their application form no later than specified date.

2. All food vendors (including snacks) must have been registered with their local food health authority for at least one year.
3. There must be clear signs about allergen ingredients; customers should be able to see a list of these allergen ingredients.
4. Food handlers must be trained up to Level 2 in Food Safety, and the overall operator qualified up to Level 3.
5. All food vendors must be rated at least Level 3 on the Food Hygiene Rating Scheme.
6. Uncooked/pre cooked food must stay in cold storage before cooking, to avoid food poisoning.
7. The cooking area needs to be constructed stably, with closed top & sides made of flame-retardant materials. We will provide bins for solid cold waste (wrappers, bones etc) but not fluids, fats, charcoal etc. Those must be contained & taken away by stall owners.
8. **If using gas canisters, let us know.**
9. Food vendors need to be familiar with 'Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos' <https://www.ncass.org.uk/uploads/Marqueese.pdf>; 'Guidance for the Installation of LPG and LPG Fired Equipment in Catering Trailers, Converted Vehicles, Portable Kitchens, Carts, Trolleys and Bikes' <https://www.ncass.org.uk/uploads/Trailers.pdf>.
10. Prove a gas safety check was done on equipment by a Gas Safe engineer. You must have a First Aid kit in your stall space.
11. If you will be cooking on gas or electric equipment, bring the appropriate fire extinguisher.
12. Most people who will attend the event will be Muslims. Vendors are requested to provide food, including ingredients that meet the halal dietary requirements e.g. no alcohol, no pork, non-halal meat sources, colourings & additives. This information can be checked & verification obtained via the manufacturer of the products, ingredients. If cooking and selling dishes with meat this should come from on-stun slaughter (HMC).

### **Stall holder documents**

If you provide false or incorrect information or documents, you will not be allowed to exhibit at our event and you will not be entitled to a refund.

1. Confirmation that the Food business is registered with Environmental Health at the Local Authority from where it is based.
2. Food Hygiene Rating Score of 3 or above.
3. Copy of a recognised Food Hygiene qualification (certificate).
4. Public Liability Insurance.
5. Haccp based food management system for activities being carried out on the day of the event.
6. Health & Safety Risk assessment for activities being carried out on the day of the event.
7. Equipment is PAT tested where applicable.
- 8.

Please provide supportive documents for above requirements. If you need any help with any of these requirements, please contact us.

## Bank Details

**Reference:** Business/Vendors Name

Account Name	Account Number	Sort Code
Eid with Annoor	50806904	60-07-10

I have read and understood the Terms & Conditions documented above.

**Full Name:**

.....

**Name of Business:**

.....

**Signature:**

.....

**Date:**

.....



Annoor  
Cultural &  
Community  
Centre

in the park