



# **CHARNWOOD BOROUGH COUNCIL**

# **LOUGHBOROUGH FAIR 2019**

## **Tenants Conditions and Regulations including Reference Notes**



# CONTENTS

## INTRODUCTION

### Chapter 1 HISTORICAL FACTS AND INFORMATION

- 1.1 Loughborough Fair

### Chapter 2 APPLICATION INFORMATION

- 2.1 Application Procedure
- 2.2 Selection Criteria
- 2.3 What happens next?
- 2.4 Sublet
- 2.5 Change of Use
- 2.6 Transfer
- 2.7 Floating Positions

### Chapter 3 FAIR INFORMATION

- 3.1 Location
- 3.2 Fair Opening Hours
- 3.3 Official Opening
- 3.4 Loughborough Fair Offices

### Chapter 4 FINANCE AND CHARGES

- 4.1 Important Notes on all Invoice Payments
- 4.2 Provisional Allocation/Invoice
- 4.3 Vehicles Penalties

### Chapter 5 GENERAL

- 5.1 General Information
- 5.2 Termination of Rights
- 5.3 Documentation/Certification
- 5.4 Erection of Equipment
- 5.5 Power Cable Routing
- 5.6 Noise
- 5.7 Council Equipment and Property
- 5.8 Access to Site
- 5.9 Pull On
- 5.10 During the Fair
- 5.11 Pull Down

# INTRODUCTION

Please note that the Reference Notes have been newly introduced this year so it is important that you read it before signing your application forms. Note that by agreeing to abide by these Conditions and Regulations you are also agreeing to abide by Charnwood Borough Council's Terms and Conditions and these should be read in conjunction with this Handbook.

## Chapter 1 HISTORICAL FACTS AND INFORMATION

### 1.1 Loughborough Fair

Fairs have been held in Loughborough for centuries, the first official Charter being granted to the Lord of the Manor, Hugh le Despencer, in 1221 by King Henry III. The Fair was then held on St. Peter's Day and, assuming it has been held annually, will have been coming to the town for 796 years.

Approximately 100 individual show people attend each year, presenting between them some 20 large rides, numerous children's roundabouts, game and novelty stalls, and the usual popular refreshment stands.

#### About the Loughborough Fair

The Fair aims to cater for everyone, young and old alike. Amongst those pleasure rides presented this year will be the old favorite's such as Waltzers, Dodgems, Galloping Horses, together with the more spectacular rides such as the Freak Out, Kiddies' Corner and the Extreme Ride and perhaps one or two surprise attractions.

#### Fair Opening Times

- Wednesday: 6.00 pm to 11.00 pm
- Thursday: 12 noon – 11.00 pm
- Friday: 11.00 am to 11.00 pm
- Saturday: 11.00 am – 11.00 pm

Our **Markets and Fairs** team is responsible for directing the arrangements connected with the Fair. Contact our team on:

- Tel: 01509 634624
- Email: [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk)
- **Follow us on Facebook**

Loughborough Fair 2019 will be held on Wednesday November 13<sup>th</sup> to Saturday November 16<sup>th</sup>.

## Chapter 2 APPLICATION INFORMATION

### 2.1 Application Procedure

2.1.1 A separate application form is required for each piece of equipment

2.1.2 All correspondence and application forms should be sent to the Markets and Fairs Office. Enquiries in person can also be dealt with at this office.

2.1.3 The closing date for applications is 26<sup>th</sup> July 2019. We will not consider late applications.

2.1.4 There is one application form for any type of equipment you wish to bring to the Fair. If you wish to bring a caravan, a generator or park a vehicle on site you will also need to complete an application form for Permits.

## **2.2 Selection Criteria**

- 2.2.1 To maintain a wide variety of goods on the fair, new applicants will have more chance of getting space if they are displaying something different.

## **2.3 What happens next?**

- 2.3.1 Upon receipt of completed application forms an invoice will be forwarded for payment of all fees due and must be paid in full by the date shown in the invoice. The invoice will itemise each item applied for and the charge applicable to that item (i.e. Rides, Living vans, lights etc.).
- 2.3.2 Upon receipt of full payment a pull in schedule and information on any relevant permit distribution will be sent out to you.

## **2.4 Sublet**

- 2.4.1 Applications for permission to sublet must be sent on the sublet forms and submitted by no later than 26<sup>th</sup> July 2019.
- 2.4.2 Applications must be completed and signed by both the tenant AND the proposed sub-lettee.
- 2.4.3 Please note that applications to sublet will only be approved if they are considered by the Fair Manager to improve the fair.
- 2.4.4 If a sub-lettee requires Living Vans, please request the sizes that they need. Failure to provide correct sizes will result in refusal of admission to the Living Van Park.

## **2.5 Change of Use**

- 2.5.1 Tenants who wish to change the use of their equipment must indicate on their application from that they wish to do so.
- 2.5.2 Tenants, who wish to change the use of their position on a one-year let, must make a request in writing. We will be assessing each request individually.

## **2.6 Transfer**

- 2.6.1 Tenants, who wish to transfer their positions, must complete a transfer form, which can be obtained from the Markets and Fairs office.
- 2.6.2 Please note that you will need to confirm if you are related (and how) to your proposed transferee, for us to confirm whether any fees are due. If a fee is payable this is based on two times the ground rent for a four day fair. Lighting set positions and living van permits are not transferable.

## **2.7 Floating Positions**

- 2.7.1 Preference will be given to operators with new or diverse equipment.
- 2.7.2 It is unlikely that we will consider devices that already attend Loughborough Fair.

## Chapter 3 FAIR INFORMATION

### 3.1 Location

3.1.1 Loughborough Fair in Loughborough town centre.

### 3.2 Fair Opening Hours

3.2.1 The Fair will be open:

Wednesday 6.00 pm to 11.00 pm

Thursday 12 noon to 11.00 pm

Friday 11.00 am to 11.00 pm

Saturday 11.00 am – 11.00 pm

3.2.2 All tenants must be fully open for business during all of the above days and times.

### 3.3 Official Opening

3.3.1 The official opening is signified at 18.00 on Wednesday 13<sup>th</sup> November by the Mayor of Loughborough and the Chief Executive, reading the Proclamation. The location for the official opening is to be from the platform of Percival's Waltzers situated in Market Place.

### 3.4 Loughborough Fair Office

3.4.1 The Loughborough Fair Office is located in the Town Hall Passage, Market Place, Loughborough.

3.4.2 The address to have items delivered to is:

Market and Fairs Office  
Town Hall Passage  
Market Place  
Loughborough LE11 3EB

3.4.3 Loughborough Fair Office Opening Hours:

**Loughborough Markets and Fairs Office is usually open between 08.00 – 16.00 Monday to Saturday inclusive.**

**Direct Telephone Number:** 01509 634624 (24 Hours Answerphone)

**Mobile Number:** 07921491817

**Email:** [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk)

## Chapter 4 FINANCE AND CHARGES

### 4.1 Important Notes on all Payments

4.1.1 Any outstanding payments that have not been received in full by the invoice due date will be passed to Sundry Debtors at Charnwood Borough Council. Tenants with outstanding Payments will not be allowed to stand at the fair.

4.1.2 The account will be referred to our legal department who will issue an immediate summons, which may affect your ability to obtain credit in the future. Should this course of action become necessary, Court Fees, Courts Costs and Interest will be added. This will further increase the amount owed.

4.1.3 If we are notified that payment has not been received in full, your site will no longer be available to you in future years.

## **4.2 Provisional Allocation/Invoice**

- 4.2.1 Provisional Invoices will be issued onsite for casual lettings and additional footage on equipment, stalls and games.
- 4.2.2 Payment for this invoice must be made at the Loughborough Markets and Fairs Office on the day of issue. Please bring the invoice with you when you pay.

## **4.3 Vehicles Penalties**

- 4.3.1 We will be logging all vehicles coming on site for
  - i. Registration numbers
  - ii. Driver's name and phone number, and
  - iii. Reason for being on site.
- 4.3.2 All vehicles will be issued with an identification card with these details which must be displayed at all times. This is NOT a permit to remain on site.
- 4.3.3 We will issue a fixed penalty notice without a valid permit, not parked in the correct location (e.g. cars must not be parked in the living van area,) or vehicles not required at Loughborough Fair.

# **Chapter 5 GENERAL**

## **5.1 General Information**

- 5.1.1 In these conditions and regulations the words "Borough Council" means Charnwood Borough Council or any officials and contractors appointed by Charnwood Borough Council for the purpose of the enforcement of these conditions and regulations or any of them.
- 5.1.2 All letters of grant are issued in accordance with this handbook and the Council's Event Terms and Conditions. Failure to comply with any of these rules could jeopardise your future allocations. The following notes should be read in conjunction with these.
  - i. Permission is granted solely for the benefit of the applicant upon payment of all due fees.
  - ii. Sub-letting and Transfer is only permitted by completion of the relevant forms and by prior written permission of the Borough Council.
  - iii. Change of use on a position is only permitted by prior written permission of the Borough Council.
  - iv. Only the equipment described on the application form shall be used on site.
  - v. The tenant must comply with all statutes, regulations and Home Office codes of practice.
  - vi. Operators and staff must comply with disability, equality and child protection law; act in a non-discriminating manner and demonstrate good levels of customer care.

## **5.2 Termination of Rights**

- 5.2.1 The Borough Council reserve the right to terminate this permission and re-let the standing without notice

If:

- i. It is satisfied that a breach of these conditions and regulations has occurred.
- ii. It is satisfied that a breach of these conditions and regulations is likely to occur (and after inviting and taking into consideration any representations from the tenant).
- iii. It is satisfied that the equipment is dangerous or of immoral tendency or is not in accordance with the details appearing on the application form.

5.2.2 If the licence is so terminated the tenant shall immediately stop the working of his equipment and remove it from the Fair. In default of this, it shall be lawful for the Borough Council to cause such equipment to be removed without their incurring or being liable for any loss or damage that may be occasioned by or through such removal and the consequent stopping of any equipment.

5.2.3 No return shall be made to the tenant of any sums of money that may have been paid by him for the licence fees and charges.

### **5.3 Documentation/Certification**

5.3.1 See paragraph 38 of the Charnwood Borough Council's Event Terms and Conditions.

### **5.4 Erection of Equipment**

5.4.1 Equipment can only be erected as follows:

Adult machines/Shows  
Juvenile Machines  
Games and Stalls

### **5.5 Power Cable Routing**

5.5.1 Where cables have to be laid across public areas, they must be laid together as far as possible and must be in place 3 hours before opening time.

### **5.6 Noise**

5.6.1 Noise levels must not exceed 80 decibels at a distance of 1 metre from the speakers. The Borough Council will monitor and investigate any complaints of noise. If noise limits are consistently being exceeded two formal warnings will be issued.

5.6.2 On the first warning the amplification on the equipment must be switched off for one hour.

5.6.3 On the second warning amplification on the equipment must be switched off for the remainder of the Fair.

5.6.4 Failure to comply will mean that the permission will be terminated in accordance with clause 5.2.

5.6.5 Clause 5.6 has been agreed with the Showman's Guild section and complaints will be laid under Guild rules.

### **5.7 Council Equipment and Property**

5.7.1 Any damage caused to Borough Council Property including tarmac, trees or shrubs or that of any contractors of Charnwood Borough Council by tenants, their family, staff or employees will be recharged.

### **5.8 Access to Site**

5.8.1 As per Pull-On Schedule.

### **5.9 Pull On**

5.9.1 Equipment may pull on and erect on the Fair at the direction of the Market and Fairs Manager and the Pull-On Schedule given by the Borough Council and must be placed in an approved position.

5.9.2 Only vehicles and trailers with valid permits obtained from the Borough Council may be pulled on site and must only be left in the position specified on the permit.

## **5.10 During the Fair**

- 5.10.1 No equipment shall be open to the public until the Fair has been officially declared open or until permission has been given by the Borough Council.
- 5.10.2 All equipment must be working during the Opening Hours of the Fair and shall close promptly at the closing time each day.

## **5.11 Pull Down**

As per direction of the Market and Fairs Manager and Pull-Down Schedule.

# **EMERGENCY PROCEDURES**

Charnwood Borough Council Seek Your Help

Should an accident occur within this Fairground, access may be required for Fire Appliances and Ambulances. We may ask for your help to clear routes for these vehicles or to evacuate people from the area

You can help by, upon request by anyone in authority

**STOP THE RIDE (IF APPLICABLE)**

**SWITCH OFF ANY AMPLIFIED MUSIC**

**STOP ANY AMPLIFIED ANNOUNCEMENTS BEING MADE IN CONNECTION WITH YOUR ATTRACTION**

**ALLOW YOUR PA SYSTEM TO BE USED BY THE STEWARDS TO BROADCAST AN ANNOUNCEMENT TO THE PUBLIC**

**BE PREPARED TO HELP IF REQUESTED BY A STEWARD OR MARKETS & FAIRS OFFICER**

In a major emergency, ride failure, ride stopping in failsafe mode, contact the Loughborough Fair Control immediately

Charnwood Borough Council  
Markets & Fairs Office  
Town Hall Passage  
Market Place  
Loughborough  
LE11 3EB