Thame Town Council Christmas Event 2026
Trading Regulations

Date:	Friday 27 November 2026
Set up:	2pm - 3:30pm*
Trading Times:	3:30pm – 7.30pm*
Breakdown:	7.45pm*

**Event times may vary. This will be communicated to attendees as soon as possible*

Rules and Regulations

1. Thame Town Council (TTC) reserves the right to refuse any entry.

2. Every endeavour will be made to meet the wishes of stall holders. **No request for guaranteed position can be accepted**. It may be necessary to revise the layout of the ground from that which is on the plan you receive (usually a week before the event). Only in the case of a **major** change will you be informed.

3. Stallholders must clearly identify their business/charity name on the stall.

4. Stallholders must maintain their own **employee, public, and product liability insurance**, and a copy of their **food hygiene certificate (if applicable),** and current insurance documents must be available for verification at all times. Your liability insurance must be valid on the date of the event.

5. Stallholders must provide **a detailed risk assessment** at the time of booking. This must include use of bottled gas, naked fire, charcoal and/or generating equipment if applicable.

6. Stallholders must provide the name/s of the person/s who will be in attendance on the day/evening of the event.

7. Stallholders may NOT sell alcohol unless invited to do so.

8. For pitches:
   - Pitches are limited to only ONE per business.
   - Public access to the area will be from 3:30pm. No vehicle movement will be allowed from this time until the area is clear of the public with the exception of any emergency vehicle entering or leaving the area.
   - When setting up your stall please leave room for access into shops and for emergency vehicles.
   - Ensure that all generators are kept in the stall area and do not cause a trip hazard to the public.

9. All exhibitors are responsible for the clearance of their pitch of refuse, litter, glass or any other article deposited during the event. Rubbish must not be left on or near the pitch.

10. Stallholders are reminded that no stand must be dismantled or left unattended during the open hours of the event (see trading times above).

11. There are **no services on the event area (electricity, water or drainage).**

12. Car parking is available in the Upper High Street car park (3 hours) or at Southern Road Recreation Ground. Parking is also available at Dorchester Place Car Park (behind the old Co-Op) (OX9 2EE) or the Cattle Market car park, North Street (OX9 3FD), all a short walk away. Vehicles are parked at owner's risk. Please be aware restrictions and charges may apply.

13. Public conveniences are available in at Market House near the Upper High Street Car Park or at the entrance to the Cattle Market Car Park on North Street.

14. Public address announcements will be restricted to: event information, emergency or medical – the announcement will be at the discretion of the MC announcer, or event organizer, or any member of the emergency services.

15. Payments for stall plots are non-refundable.

16. Stalls/trading pitches are offered on a year-on-year basis only.

17. Thame Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice at www.thametowncouncil.gov.uk/privacy.