Vendor booking agreement

This agreement records the vendor's booked hut and trading dates at Tileyard North Courtyard Christmas Market 2026. Complete the booking schedule and sign with the organiser before trading.

Booking schedule

Organiser: Tileyard Studios Cafe Limited
Address: Rutland Mills, Tileyard North, Wakefield WF1 5FY
Vendor contact: laura@rutlandmills.co.uk

Vendor legal name: _____
Trading name: _____
Business address: _____
Contact name: _____ Telephone: _____
Email: _____

Booked weeks in 2026 (tick all agreed):
[ ] 26-29 November [ ] 3-6 December
[ ] 10-13 December [ ] 17-20 December
Hut number: _____ Number of huts: _____
Approved product range: _____

Charges and instalments

Hut hire: £375 plus VAT per hut per four-day week.
Power surcharge: £10 plus VAT per agreed day, only for larger kitchen appliances assessed case by case. No surcharge for lighting or ordinary stall equipment.
Without an agreed surcharge: deposit and balance are each £187.50 plus VAT per hut-week. Any agreed surcharge is added to the booking total and split between instalments.

Total hire excluding VAT: £_____ Power excluding VAT: £_____
VAT: £_____ Total payable including VAT: £_____
Deposit including VAT: £_____ Deposit due: _____
Balance amount(s) and due date(s): _____

Approved appliances and electrical load: _____
Agreed surcharge days (or none): _____
Minimum public liability cover agreed: £_____
Any additional written booking conditions: _____

Booking and cancellation terms

1 Booking and the hut

The booking is confirmed when the organiser accepts this signed agreement and receives the 50% deposit. A booking provides a temporary right to trade from the allocated hut on the agreed dates, not a tenancy. The vendor may not transfer, share or sublet the hut without prior written consent. Only the approved products may be sold.

2 What the organiser provides

Each hut is 3 x 3m, with electric lighting and fully lockable side-loading doors. The organiser provides 24-hour security and closes the site overnight. Stallholders receive free tea and coffee from Vinyl Café and 10% discount in Vinyl Café during their booked trading days. The event team will confirm how vendors access these benefits.

3 Power surcharge

The £10 plus VAT daily power surcharge applies only to larger kitchen appliances. The organiser will assess each vendor's appliance list and electrical load case by case. Any surcharge and the days to which it applies must be agreed in writing in the booking schedule before use. No surcharge applies to the supplied lighting or ordinary stall equipment. If agreed for all four days, the surcharge is £40 plus VAT and the weekly total is £415 plus VAT. Approved appliances, load and connection arrangements must be confirmed before arrival. Approval does not permit heating equipment or personal cooking equipment, which are prohibited in stalls.

4 Payment

The 50% deposit secures the booking. The remaining 50% for each booked week must reach the organiser 30 calendar days before that week's Thursday opening. Due dates for 2026 are 27 October, 3 November, 10 November and 17 November respectively. Instalments cover hut hire, any agreed appliance power surcharge and VAT. A booking accepted after its balance deadline must be paid in full on acceptance. The vendor must pay using the invoice instructions. If payment is overdue, the organiser may suspend or cancel the booking after written notice and a reasonable opportunity to remedy the default.

5 Vendor cancellation and non-attendance

The deposit and any further payments made by the vendor are non-refundable if the vendor cancels, changes their mind, fails to attend or leaves early. Cancellation must be notified promptly in writing to Laura. A replacement vendor or change of dates requires the organiser's written agreement and does not create an automatic refund entitlement. This clause concerns vendor cancellation and does not override clause 6 or rights that cannot lawfully be excluded.

Operating your stall

6 Cancellation or changes by the organiser

The organiser may change hut allocation or operating arrangements where reasonably necessary for safety or event delivery, while providing a comparable hut where possible. If a booked trading day is cancelled by the organiser or the hut cannot be provided, prepaid hire and power fees attributable to that day will be refunded, unless the vendor agrees in writing to an alternative date or credit. For allocation purposes, weekly hire is divided equally between the four booked days. Any deposit forms part of those prepaid fees. Material reductions to booked dates or the agreed service require discussion with the vendor. Clause 10 applies to any additional claim.

7 Trading and presentation

The vendor must staff their hut throughout the public trading hours notified for their booked dates and follow the agreed loading and pack-down arrangements. The display, equipment and stock must remain within the allocated space. The vendor must not damage the hut or obstruct exits or emergency routes. Heating equipment and personal cooking equipment are not permitted in stalls. No naked flames are permitted in stalls. Generators or gas equipment must not be brought onto site without prior written approval; this does not override the equipment prohibitions. The vendor supplies their own displays, staffing and payment equipment unless otherwise agreed.

8 Safety insurance and compliance

Before trading, the vendor must provide a risk assessment and evidence of current public liability insurance at the minimum level stated in the booking schedule, valid for all booked dates. The vendor remains responsible for their staff, products, display and equipment. Electrical equipment must be suitable, maintained and supported by relevant inspection or test records. All appliances and wattages must be declared; unsafe or unauthorised equipment may be disconnected.

Food and drink traders must maintain the registrations, hygiene controls, allergen information and licences required for their activities. Traders must not sell alcohol unless agreed in advance in writing by the organiser. All relevant licences and authorisations must be in place before trading, with evidence supplied to the organiser. The vendor must comply with applicable trading, product-safety and employment requirements and reasonable site safety instructions. The organiser may pause unsafe activity immediately and require corrective action. Persistent or serious breaches may lead to termination by written notice; any financial consequences remain subject to applicable law.

9 Security waste and the trail

Vendors must lock the hut at closing, follow shutdown instructions and remove cash and valuables. Vendors should insure their own stock and equipment. Site security is not a guarantee against loss. The vendor must keep the hut tidy, follow the agreed waste arrangements and remove stock and fittings at the end of their booking. A vendor only operates a Christmas Sparkle Trail stamp stop if briefed and equipped by the organiser; participation does not involve supervising children.

Responsibilities and signatures

10 Responsibility and visitor numbers

Each party is responsible for loss or damage caused by its own breach of this agreement or negligence, subject to applicable law. Nothing excludes liability for death or personal injury caused by negligence, fraud or any other liability that cannot lawfully be excluded. No visitor numbers, vendor revenue or profit are guaranteed. The organiser does not undertake to insure vendor property. Neither party is responsible for the other's speculative profits or indirect losses, subject to the legal limits on exclusions.

11 Promotion and business information

The vendor permits the organiser to use business logos, product images and descriptions supplied for event promotion during the campaign. The vendor confirms they have permission to supply those materials. The organiser may photograph stalls and products for event publicity; vendors should notify Laura of any restrictions before arrival. This agreement does not grant blanket consent to use identifiable people, particularly children, in advertising. Personal contact and booking information is used to administer the booking and event; wider email marketing requires an appropriate separate basis.

12 Documents notices and law

The Vendor Welcome Pack dated 2 October 2026 forms the practical guidance for this booking. This signed agreement takes priority if there is a conflict. Final safety and arrival instructions may supplement that guidance but cannot change the agreed charges, cancellation terms or booked dates without written agreement. Notices should be sent to the vendor's email in the schedule and laura@rutlandmills.co.uk. This agreement is governed by the law of England and Wales, and disputes are subject to its courts. The parties will first attempt to resolve concerns directly.

Agreement and signatures

The parties confirm that the completed booking schedule is accurate, the vendor has read the welcome pack, and both accept the terms on all four pages. The vendor specifically acknowledges that the £10 plus VAT daily surcharge applies only to larger kitchen appliances agreed case by case, the ban on heating and personal cooking equipment in stalls, the 50% deposit, balance deadlines and non-refundable vendor cancellation terms.

For the vendor
Name: _____ Position: _____
Signature: _____ Date: _____

For Tileyard Studios Cafe Limited
Name: _____ Position: _____
Signature: _____ Date: _____