

Events Policy (Stallholder, Layout & Event Guidelines)

CREECH ST MICHAEL VILLAGE HALL

Version 1.0: May 2026

1. Purpose & Scope

This policy sets out mandatory operational, health and safety, food hygiene, layout, and financial compliance guidelines for all events, markets, craft fayres, community breakfasts, and gaming evenings held at Creech St Michael Village Hall. It applies to both Committee-organised events and third-party hirers hosting multi-stall or public events.

2. Stallholder Certification, Insurance & Compliance

All stallholders, traders, and exhibitors selling or displaying at the Hall must provide valid documentation to the Event Organiser prior to setup:

- **Public Liability Insurance (PLI):**
 - All commercial traders, craft stalls, and service providers must hold active Public Liability Insurance (*in line with the Hall's Hiring Policy & standard commercial venue risk management*).
 - Certificates must be checked to ensure the policy covers the specific activity and is valid on the date of the event.
 - Non-commercial, hobbyist, or volunteer-run stalls (e.g., charity tombola, parish council displays) may be covered under the Hall's or Hirer's overarching event policy, subject to committee approval.
- **Electrical Safety (PAT Testing):**
 - Any electrical equipment brought onto the premises by stallholders (e.g., display lighting, card machines, heated urns) must be visually safe and PAT tested within the last 12 months (*in line with the Health & Safety Policy, under the Electricity at Work Regulations 1989*).

3. Food & Drink Sellers (Commercial Traders vs. Occasional Volunteer Bakers)

Food and drink traders carry health and safety obligations to protect the public and the Hall. The policy differentiates between commercial traders and occasional volunteer baking in line with Food Standards Agency (FSA) guidance:

- **Commercial & Regular Food Traders (Bakeries, Catering Stalls, Regular Traders):**
 - Must be registered as a Food Business with their local authority (*under the Food Safety and Hygiene (England) Regulations 2013*).
 - Must hold a minimum **Level 2 Food Hygiene Certificate** (*under the Food Safety Act 1990*).

- Must provide proof of a 4 or 5-star Food Hygiene Rating from their local authority where applicable.
- **Hot Food & Gas:** LPG cylinders, gas burners, or open flames are strictly prohibited inside the main hall buildings. Outdoor food trucks/stalls using LPG must keep cylinders secured upright outdoors and well away from public walkways and the Committee must be informed in advance of the use of LPG so we can ensure they are aware of our safety policies and risk assessments.
- **Occasional Volunteer Charity Bakers (Cake Sales & Community Fayres):**
 - In accordance with FSA Community & Charity Guidelines, individuals baking occasionally at home for village hall community events do not need to register as a food business or hold a formal Level 2 certificate, but **all proceeds must** go to charity. No profits may be taken.
 - Volunteers must adhere to basic home hygiene standards (clean surfaces, handwashing, separate food containers).
 - **Allergens:** Volunteers must provide a clear list or label detailing any of the 14 major allergens present in their bakes (*under the Food Information Regulations 2014*).
 - **High-Risk Bakes:** Fresh cream, uncooked egg mousses, or fresh cheese/meat items require continuous refrigeration below **8°C** and must not be left out at ambient temperatures for longer than 4 hours (*Food Safety & Hygiene Regulations*).
- **Alcohol Sales:**
 - Any stall selling or sampling alcohol must obtain a **Temporary Event Notice (TEN)** from Somerset Council and submit a copy to the Booking Coordinator at least 10 working days prior to the event (*in line with the Hiring Policy, under the Licensing Act 2003*).

4. Village Hall Food Pop-Ups & Community Breakfasts

For volunteer-run food pop-ups (e.g., community breakfasts, cream teas, or coffee mornings) hosted directly by the Committee or volunteers:

- **Hygiene & Preparation:** All volunteers handling high-risk foods (e.g., cooked meats, eggs, dairy) must follow basic food hygiene practices and operate under the supervision of at least one person holding a **Level 2 Food Hygiene Certificate** (*under the Food Safety Act 1990 and Food Hygiene (England) Regulations*).
- **Allergen Management:** A written list or clear signage detailing the 14 major allergens present in any prepared food (e.g., sausages, bread, pastries) must be prominently displayed at the counter (*under the Food Information Regulations 2014*).
- **Temperature Control:** Hot foods must be kept above **63°C** and chilled foods below **8°C** during service.

5. Spatial Layout, Walkways & Accessibility

To comply with accessibility standards and the Equality Act 2010, hall layouts must allow free movement for all visitors:

- **Walkway & Aisle Widths (1.8m Minimum):**
 - Main public aisles between rows of stalls must be a **minimum of 1.8 metres (180cm) wide**. This is the exact statutory width required to allow two wheelchair users or pushchairs to pass each other comfortably (*in line with the Equal Opportunities Policy, under UK Building Regulations Approved Document M, Section 3, and BS 8300-2:2018*).
 - Secondary or minor access paths must not be narrower than **1.2 metres (120cm)** (*under Approved Document M for single wheelchair access*).
- **Dead-Ends & Crowding:** Layouts should maintain a continuous flow of traffic to avoid bottlenecking or overcrowded "dead-end" corners.

6. Fire Safety, Emergency Exits & Clearances

In accordance with the *Regulatory Reform (Fire Safety) Order 2005* and the Hall's Fire Safety Policy, emergency routes must never be compromised:

- **Emergency Exit Clearance (1.5m Buffer):**
 - All emergency exit doors, panic bars, and illuminated exit signs must remain **completely unobstructed at all times**.
 - A **minimum clear zone of 1.5 metres** must be maintained directly in front of and leading to any emergency exit door. No stalls, stock, chairs, or clothing racks may encroach on this zone (*in line with the Fire Safety Policy & Fire Risk Assessment, under Article 14 of the Regulatory Reform (Fire Safety) Order 2005*).
- **Fire Extinguishers & Call Points:**
 - Fire extinguishers, alarm call points, and first aid stations must remain visible and immediately accessible (*under the Health & Safety Policy & Fire Safety Regulations*).

7. Kitchen Door & Facility Clearances

For hygiene and operational safety, specific clearance zones must be maintained around service areas:

- **Kitchen Access Zone (2.0m Buffer):**
 - No stalls, displays, or waiting queues may be set up within **2.0 metres** of the main kitchen doorway.
 - This clearance prevents collisions involving hot liquids, ensures safe passage for kitchen volunteers, and keeps food preparation areas separate from general crowds (*in line with the Health & Safety Policy, under the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992*).
- **Toilets & Fire Escape Corridors:**
 - Access pathways to toilets and emergency exit corridors must remain at a minimum width of **1.2 metres** and free from stallholder stock boxes or empty crates (*under the Workplace Health & Safety Regulations 1992*).

8. Charity Gaming, Bingo Nights & Raffles (Gambling Regulations)

To comply with charity gambling regulations without needing a formal commercial gambling licence, all bingo nights, race nights, or raffles held on the premises must operate as **Exempt Lotteries / Non-Commercial Equal Chance Gaming** (*under the Gambling Act 2005*):

- **Incidental Lotteries (Raffles & Tombolas):**
 - **Ticket Pricing:** There is **no statutory maximum limit** on the price of a raffle ticket, but **all tickets in a single draw must cost the exact same price** (*e.g., no discounted bundle rates like 3 for £2 if single tickets are £1*) (*under Gambling Commission Lottery Guidelines*).
 - **Location & Timing:** Tickets must only be sold on-site during the event itself, and the draw must take place before the event finishes.
 - **Expenses & Prizes:** No more than **£500** may be deducted from overall ticket sales to cover the cost of purchased prizes, and no more than **£100** for event expenses (*under Schedule 11 of the Gambling Act 2005*).
- **Non-Commercial Equal Chance Gaming (Bingo / Race Nights):**
 - **Stakes & Charges:** There is **no statutory maximum limit** on ticket or participation fees, provided all net proceeds go directly to the charity or to cover actual event expenses (*under Section 299 of the Gambling Act 2005*).
 - **Prizes:** Prizes must not depend on or fluctuate with the number of people playing or the amount raised on the night (*under Gambling Commission Non-Commercial Prize Gaming Rules*).

9. Setup, Pack-Down & Good Housekeeping

- **Trip Hazards:** All trailing cables (*e.g.*, extension leads for card machines or lights) must be covered with rubber cable-mats or securely taped to the floor using gaffer tape (*under the Management of Health and Safety at Work Regulations 1999*).
- **Stock & Waste:** Stallholders must keep extra stock stored neatly beneath their tables and remove all commercial waste, cardboard, and unsold items from the premises at the end of the event (*in line with the Environmental Policy & Hiring Policy*).

10. Financial Handling & Takings

All cash, card processing, float management, and banking procedures for event ticket sales, stallholder fees, raffles, and breakfast pop-up takings must be handled in strict accordance with the hall's **Financial Control Policy**.

- **No Unauthorised Cash Expenses:** Cash taken from ticket or food sales must not be used directly to pay volunteers or suppliers out-of-pocket on the day without prior authorization and official receipting (*under the Financial Control Policy*).

- **Reconciliation:** All event income and floats must be counted by two individuals and submitted to the Treasurer with a completed Event Income Sheet within 14 days (*under the Financial Control Policy*).

11. General Event Operations, Licensing & Capacity

- **Maximum Occupancy:** Total event attendance must never exceed the hall's safe capacity or the statutory **499-person limit** under a Temporary Event Notice (including volunteers, staff, and stallholders).
- **Music & Copyright Licensing (PPL PRS):** Creech St Michael Village Hall holds a valid dual **PPL PRS venue licence (TheMusicLicence)**. This overarching licence covers all live and recorded music played on the premises during events organized by the Management Committee, as well as events hosted by hall hirers, stallholders, and community users. All music played must operate within the hall's standard license conditions and conclude by **23:00** unless an extension is granted.
- **Noise Controls:** External doors and windows must remain closed during late-night music activities, and visitors must be prompted to leave quietly.
- **Trade Waste:** Commercial traders and caterers must remove all their own waste from the site at the conclusion of the event.
- **Event Risk Assessment & First Aid:** Organisers of large or complex events must complete a written Event Risk Assessment prior to the event date. Appropriate first aid provision must be assigned based on attendance and event risk profile.

Policy Review

This policy is reviewed annually by the Management Committee ahead of the Annual General Meeting (AGM).