



Parish of St Helier Pop-up Site Hire Terms & Conditions

These Terms and Conditions govern the hire and use of the pop-up sites managed by the Parish of St Helier. By making a booking, the hirer agrees to comply with these terms and conditions.

1. Bookings and Payment

- 1.1 All bookings are subject to availability and confirmation by the Parish of St Helier.
- 1.2 The pop-up sites are extremely popular and are for use by charities, organisations and businesses. To ensure everyone has the opportunity to use the spaces, events cannot be held more frequently than once a fortnight.
- 1.3 All sites are available to hire for a cost of £53.40 per day, or part thereof. There is no charge for charities and community organisations.
- 1.4 Invoices will be sent at the beginning of the month following usage (e.g. for a pop-up booking on 3 March, an invoice will be sent shortly after 31 March).

2. Cancellations and refunds

- 2.1 Due to the outdoor nature of the pop-up sites, we understand that cancellations may need to be made due to weather. Therefore, we do not charge for cancellations. However, if you regularly cancel your bookings for reasons other than weather, this may affect your ability to use the sites in future.
- 2.2 The Parish of St Helier reserves the right to cancel a booking due to circumstances beyond its control. In such cases, any fees paid will be refunded, but no further liability will be accepted.

3. Use of the sites

- 3.1 Unless otherwise agreed with the Parish of St Helier, only 3m x 3m gazebos may be used on the pop-up sites.
- 3.2 Pop-up spaces are booked on a per-day basis, so set-up and pack-down times are at the discretion of the user.
- 3.3 Where weather allows, please remove gazebo sides to maintain visibility and openness.
- 3.4 Please refer to the individual location information for details on where to set up.
- 3.5 Flags, a-boards and other signage are only permitted within the footprint of your gazebo and must not obstruct pedestrian flow or affect permanent businesses.
- 3.6 Please ensure that everyone involved with your event has read this document, as failure to abide by these terms and conditions may affect your ability to use the sites in the future.
- 3.7 No amplified music is permitted.

4. Health, safety, and insurance

- 4.1 The hirer must comply with all relevant health and safety legislation.
- 4.2 The hirer is responsible for conducting a risk assessment.
- 4.3 The hirer is required to hold and provide adequate public liability insurance.

- 4.4 The hirer must ensure that any equipment used, including gazebos, is safe and compliant with relevant standards.
- 4.5 Gazebos, flags, and any other temporary structures must be sufficiently weighted and secured.

5. Sale of alcohol and food

- 5.1 To sell food, the hirer or food provider must have an Eat Safe rating of a minimum of 3 stars. Home-baked/ cooked food is not permitted to be sold.
- 5.2 The sale or supply of alcohol is only permitted where appropriate licences are in place.

6. Vehicle access

- 6.1 Vehicles are not permitted to be parked on pop-up sites, and parking is not provided anywhere else to hirers.
- 6.2 All pop-up sites have unloading bays in the immediate vicinity, which should be used temporarily for loading/ unloading.
- 6.3 If you require vehicle access for any reason, you will need a precinct permit and must get prior approval from the Parish of St Helier.

7. Electricity

- 7.1 The only pop-up site with an electric supply is Charing Cross. A key for the electric post can be collected from the Town Hall before your event. Please note that the key can only be collected during Town Hall opening hours.
- 7.2 Generators cannot be used on any site unless they are environmentally friendly and silent.

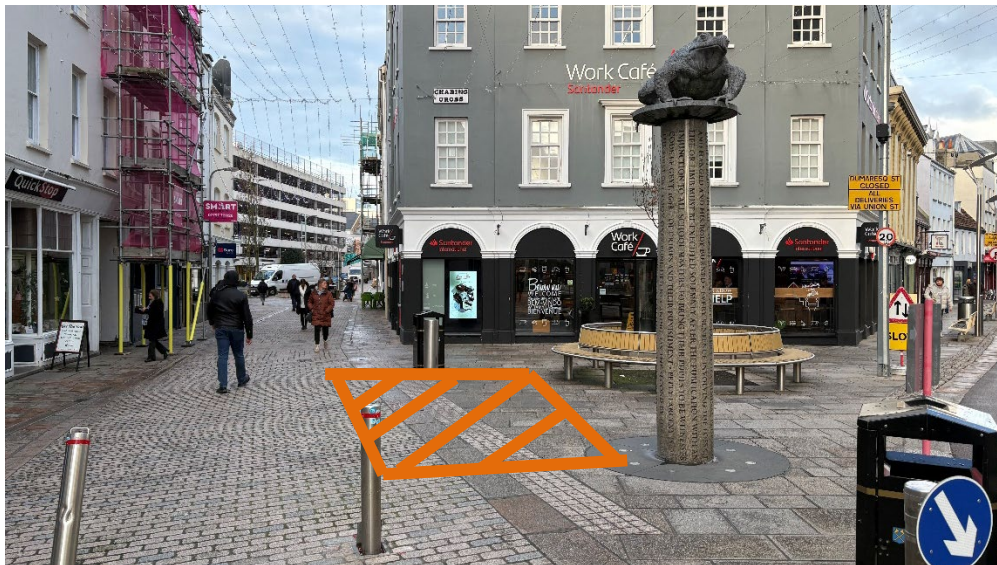
8. Locations

Brooks Street



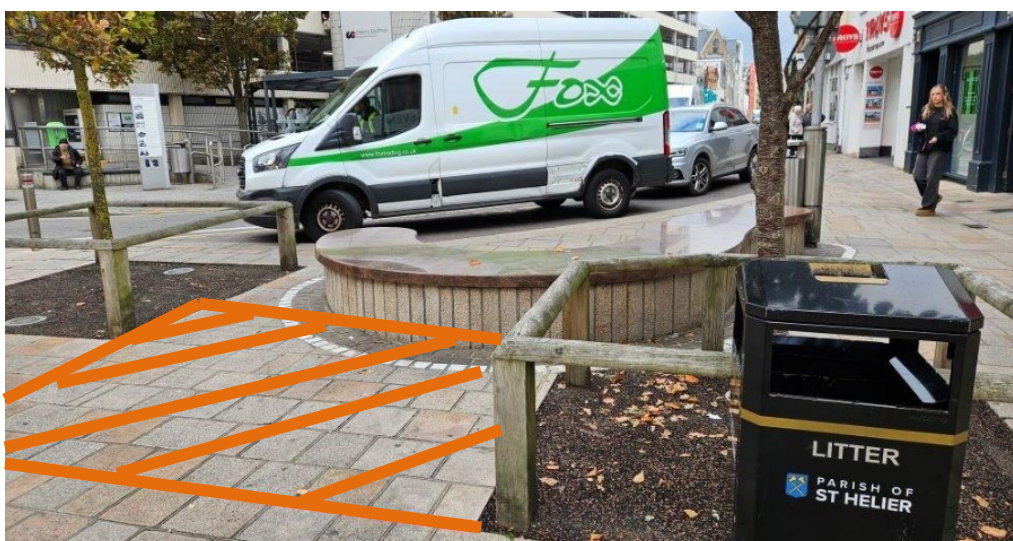
- Your gazebo must be within the outlined area, with the back of your gazebo pushed back to where the pedestrian area ends and the unloading bay begins.
- You must ensure that there is sufficient space for wheelchair and pram users to pass on either side of your gazebo.
- You must not lean anything against the sides of either shop and must not encroach on either shop doorway.

Charing Cross



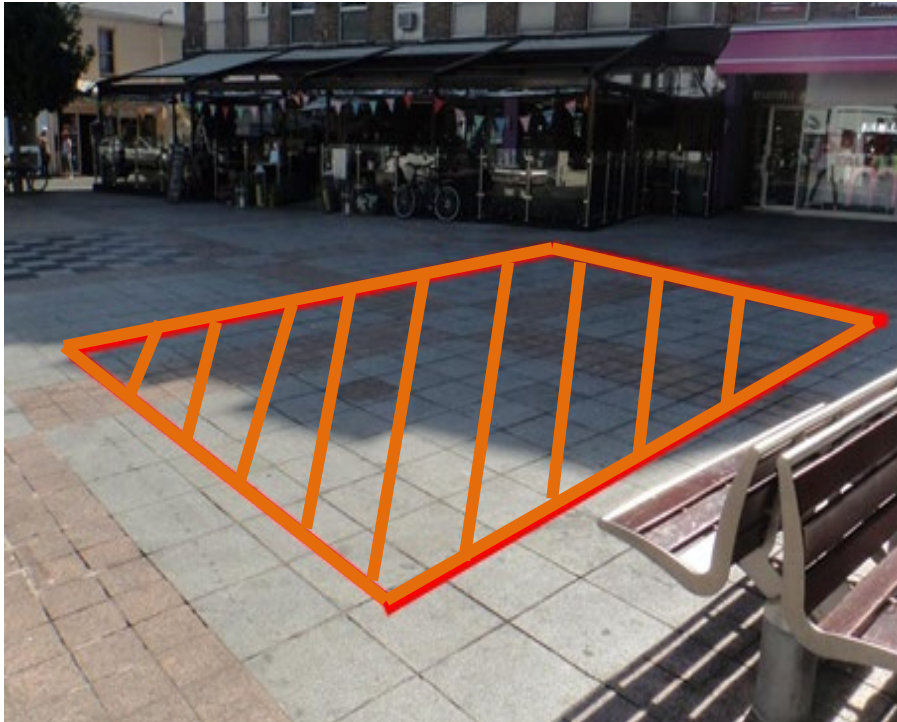
- Your gazebo must be within the outlined area, alongside the toad.
- You must leave sufficient room for pedestrians on both York Street and Charing Cross.

Lower Charing Cross



- Your gazebo must be within the outlined area, between the two trees opposite the Sure/Airtel shop.
- You must not encroach further into the pedestrian space.

West's Centre



- Your gazebo must be within the outlined area and must be at least 2m away from any bench seating, allowing for people to pass by safely and utilise the seating.
- You must not block any business front in the square.