

Christmas Market Pack

Christmas Market Event Management Plan

Church: [Church Name]

Event: Christmas Market

Date: [Date]

Time: [Opening Time – Closing Time]

Venue: [Venue]

Event Lead: [Name]

1. Purpose of the Event

The Christmas Market is being held to provide an enjoyable and welcoming community event, bringing together local Stallholders, church members and members of the wider community in a safe and well-managed environment.

The event will be managed in accordance with the church's relevant policies, procedures and risk assessments.

2. Event Organisation and Responsibilities

The following people will have responsibility for the event:

Event Lead:

Name: _____

Contact: _____

Responsible for the overall management of the event and making decisions in the event of an incident or emergency.

Stallholder Coordinator:

Name: _____

Contact: _____

Responsible for welcoming Stallholders, allocating tables and dealing with Stallholder queries.

First Aider:

Name: _____

Contact: _____

Responsible for providing first aid and responding to minor injuries or illness.

Safeguarding Lead:

Name: _____

Contact: _____

Responsible for dealing with safeguarding concerns in accordance with the church's safeguarding procedures.

Fire/Evacuation Lead:

Name: _____

Contact: _____

Responsible for coordinating the evacuation of the building in an emergency.

Car Park Lead:

Name: _____

Contact: _____

Responsible for coordinating the carpark and ensuring main evacuation routes are clear for use.

***Where possible, more than one person should be familiar with each responsibility so that the event can continue safely if someone becomes unavailable.

3. Stallholder Arrangements

All Stallholders must complete the **Christmas Market Stallholder Enquiry Form** and receive confirmation before attending.

Stallholders will be allocated their position on arrival and should not move their table or display without agreement from the event team.

Stallholders must:

- Comply with the Stallholder Terms and Conditions.
- Keep their area tidy and free from trip hazards.

- Keep aisles, doorways and emergency exits clear.
- Ensure displays are stable and safely positioned.
- Only use electrical equipment that is safe and suitable for use.
- Notify the event team of any incident, damage or safety concern.
- Take responsibility for their own stock and belongings.

Any Stallholder selling food must comply with the relevant food safety requirements and the requirements set out in the Stallholder Terms and Conditions.

4. Venue Setup

Before the event opens, the Event Lead or nominated person will check that:

- Tables and stalls are positioned according to the agreed layout.
- Emergency exits are clearly accessible.
- Fire exits and escape routes are unobstructed.
- Walkways are sufficiently wide and free from trip hazards.
- Fire extinguishers and other fire safety equipment are accessible.
- First aid equipment is available and clearly identified.
- Toilets are accessible and suitable for use.
- Lighting is adequate.
- Any electrical equipment and cables are safely positioned.
- Any cooking or heating equipment is appropriately located and controlled.
- Signage is in place where required.
- The building is ready to receive members of the public.

The event should not open until the Event Lead is satisfied that the venue is ready.

5. Fire Safety and Evacuation

The church's normal fire safety procedures will apply throughout the event.

In the event of a fire or other situation requiring evacuation:

1. The alarm should be raised.
2. The Event Lead or nominated person will instruct people to evacuate.
3. Everyone should leave by the nearest safe exit.

4. Staff, volunteers and Stallholders should assist visitors where appropriate.
5. No one should return to the building until authorised to do so.
6. Everyone should assemble at the designated assembly point.

Assembly Point:

The Event Lead will liaise with the emergency services and will not permit re-entry until it is safe to do so.

6. First Aid and Accidents

A suitably stocked first aid kit will be available at:

Location: _____

The designated first aider will be identified to the event team.

All accidents, injuries and significant incidents should be reported to the Event Lead and recorded in accordance with the church's accident/incident reporting procedure.

For serious injuries or medical emergencies, **999 should be called immediately.**

7. Safeguarding

The church's safeguarding policy and procedures apply throughout the event.

Particular care should be taken because the Christmas Market may attract children and families.

Volunteers and staff should:

- Report safeguarding concerns promptly to the Safeguarding Lead.
- Follow the church's safeguarding procedures.
- Avoid being alone with children or vulnerable adults where this is not appropriate.
- Ensure that children who become separated from their parents/carers are dealt with safely and in accordance with church procedures.

Safeguarding Lead:

Name: _____

Contact: _____

8. Food and Drink

Where food or drink is being sold or provided:

- Stallholders must comply with applicable food safety requirements.
- Food should be stored, prepared and displayed safely.
- Allergens must be appropriately identified and communicated.
- Any cooking equipment must be used safely.
- Hot food and drinks must be positioned so that they do not create an unnecessary risk to visitors.

Any concerns regarding food safety should be raised with the Event Lead.

9. Electrical Equipment

Where electrical equipment is permitted:

- Equipment must be in good condition and suitable for use.
- Cables must not create trip hazards.
- Extension leads must be used safely and appropriately.
- Electrical equipment must be switched off when no longer required.
- The event team may require unsafe equipment to be removed or disconnected.

Any electrical equipment used by Stallholders must comply with the requirements set out in the Stallholder Terms and Conditions.

10. Accessibility

The church will seek to make the event accessible and welcoming to all visitors.

The event team should ensure that:

- Accessible entrances are kept clear.
- Walkways remain unobstructed.
- Accessible toilets, where available, remain accessible.
- Tables and displays do not unnecessarily restrict movement.
- Reasonable assistance is offered where appropriate.

Any accessibility requirements identified by Stallholders should be considered when allocating stall positions.

11. Emergency Contacts

Emergency Services: 999

Venue Address:

Event Lead:

First Aider:

Safeguarding Lead:

Responsible Person:

Nearest Hospital:

12. Incident Management

Any significant incident should be reported immediately to the Event Lead.

The Event Lead will assess the situation and decide what action is required, including whether:

- First aid is required.
- The emergency services should be contacted.
- The area should be temporarily closed.
- The event should be paused or cancelled.
- The building should be evacuated.
- The church's safeguarding or other relevant procedures need to be activated.

Incidents should be recorded after the event in accordance with the church's normal procedures.

13. Lost Children

If a child becomes separated from their parent or carer:

- The event team should be notified immediately.
 - The child should be kept in a safe, visible area.
 - The Safeguarding Lead should be informed.
 - The child should not be taken away from the event venue unless there is an immediate safety reason.
 - The child's parent/carer should be identified and reunited with them safely.
 - Any concerns should be recorded and dealt with under the church's safeguarding procedures.
-

14. Security and Personal Belongings

Visitors, volunteers and Stallholders remain responsible for their personal belongings and stock.

The event team should report any suspicious behaviour or security concerns to the Event Lead.

Cash should not be left unattended.

Where significant amounts of cash are collected, the church's normal cash-handling procedures should be followed.

15. Weather

If any part of the event takes place outdoors, the Event Lead will monitor weather conditions and consider whether the event can proceed safely.

Particular consideration should be given to:

- Strong winds
- Heavy rain
- Ice or snow
- Slippery surfaces
- Extreme cold
- Safe use of temporary structures

The Event Lead has authority to alter, postpone or cancel outdoor activities where conditions present an unacceptable risk.

16. Closing the Event

At the end of the Christmas Market, the Event Lead or nominated person will ensure that:

- Visitors have safely left the venue.
 - Stallholders have packed away safely.
 - Tables and equipment are returned as required.
 - Electrical equipment is switched off.
 - Cooking/heating equipment is safely turned off.
 - Fire exits and access routes remain clear.
 - Rubbish is removed or stored appropriately.
 - The building is checked for damage or hazards.
 - Doors and windows are secured.
 - Any incidents or concerns are recorded.
-

17. Pre-Event Checklist

Before the event

- ☐ Event Lead confirmed
- ☐ Volunteers briefed
- ☐ Stallholders confirmed
- ☐ Stall layout prepared
- ☐ Tables available
- ☐ Risk assessment reviewed
- ☐ Emergency arrangements confirmed
- ☐ First aider confirmed
- ☐ Safeguarding Lead confirmed
- ☐ Fire evacuation arrangements checked
- ☐ First aid kit available
- ☐ Fire exits checked
- ☐ Toilets checked
- ☐ Electrical arrangements checked
- ☐ Signage prepared
- ☐ Emergency contact details available

On the day

- ☐ Venue checked before opening
- ☐ Tables positioned safely
- ☐ Stallholders welcomed and briefed
- ☐ Emergency exits clear
- ☐ First aid arrangements in place
- ☐ Event team aware of their responsibilities
- ☐ Event Lead confirms venue is ready
- ☐ Market opened to the public

After the event

- ☐ Stallholders safely departed
- ☐ Tables/equipment cleared
- ☐ Electrical equipment switched off
- ☐ Building checked
- ☐ Rubbish removed
- ☐ Any incidents recorded
- ☐ Doors/windows secured
- ☐ Follow-up actions identified

18. Review

This Event Management Plan should be reviewed following the event and updated where necessary to reflect any incidents, issues or lessons learned.

Reviewed by: _____

Date: _____

Actions identified:

Christmas Stallholder Application Form

Thank you for your interest in having a stall at our Christmas event!

Please complete the form below with details about your stall. We will review all applications and contact you to confirm whether your application has been successful.

Stallholder Details

Name:

Business / Organisation Name (if applicable):

Contact Name:

Email Address:

Telephone Number:

Website / Social Media (if applicable):

Your Stall

Please tell us briefly about what you will be selling or promoting:

What type of products will you be selling?

- ☐ Food & Drink
- ☐ Christmas Gifts



Copyright © 2026 The Church Office. For full terms and conditions of use, please refer to our Document Usage Policy at:

<https://www.thechurchoffice.co.uk/document-usage-policy>

- ☐ Crafts / Handmade Items
- ☐ Jewellery / Accessories
- ☐ Children's Items
- ☐ Charity / Community
- ☐ Other: _____

Will you require access to electricity?

- ☐ Yes
- ☐ No

Please note: A table will be provided for each Stallholder. Please let us know if you have any additional display requirements.

Event Requirements

Are there any specific requirements or accessibility needs we should be aware of?

Do you have any public liability insurance?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If applicable, please provide your insurance details:

Agreement

By submitting this form, I confirm that the information provided is accurate and that I will comply with any reasonable requirements provided by the event organisers.

I understand that submitting an application does not guarantee a place and that my application will need to be confirmed by the organisers.

Name:

Signature:



Copyright © 2026 The Church Office. For full terms and conditions of use, please refer to our Document Usage Policy at:
<https://www.thechurchoffice.co.uk/document-usage-policy>

Date:

Thank You!

Thank you for your interest in joining us for our Christmas event. We look forward to hearing from you!

Please return your completed form to:

Email:

Christmas Stallholder Acceptance Letter

[Your Church Address Here]

[Your Church Telephone Number Here]

Dear Stallholder,

Thank you for your application for the **[Your Church Name Here]** Christmas Market on **[Date of Christmas Market]**. We are pleased to confirm your application has been successful! We have received applications from a number of Stallholders selling a wide variety of goods and we are anticipating a successful and enjoyable evening for all, whilst raising money for the **[Name of Charity Your Church is Raising Money for]**. This event has proved very popular in the past and we are thrilled to be hosting it once more!

Next Steps:

1. Read the Terms and Conditions
2. Confirm your acceptance of the T&Cs and your attendance at the market by completing the attached form.
3. Pay the stall fee of £**[Insert Stall Fee]** (100% of which will be donated to **[Name of Charity Your Church is Raising Money for]**), plus any other costs for additional requirements, such as tables and/or table cloths. Pay by bank transfer no later than **[Deadline Date for Payment]**.

Payment Details:

Bank Transfer to:

- Account Name: **[Account Name]**
- Account No: **[Account Number]**
- Sort Code: **[Sort Code]**
- Referenced with: **[Reference for Payment]**

On the Day:

The centre will be open from **[Opening Time for Set Up]**pm for setting up. Upon arrival all stall holders must go to the **[Where Stallholders Should Park and Unload (With Instructions)]** and enter by **[Stallholders Entry Point]** where you will be able to register and receive your stall number. Please note these will be

allocated by the event organisers according to the agreed stall layout and any requirements identified during the application process. Each stall will have an allocated floor space of approximately **[Width of Stall Space Given in Metres]** in width.

Tea & coffee will be available to Stallholders free of charge before the market begins and later in the evening. The market will open at We have a mini Street Food Market happening outside which will open at **[Christmas Market Opening Time]**pm. In previous years we had a turnout of over **[Average Shopper Turnout]** shoppers and we hope to repeat that again this year. The market will close at **[Closing Time of the Market]**pm and stalls must be cleared by **[Time Stalls Must Be Cleared By]**pm.

If you have any further enquiries please do not hesitate to get in touch. Thank you for your participation in this event. We are looking forward to seeing you on the night.

Kind Regards,

[Event Organiser]

Christmas Stallholder Terms and Conditions

1. BOOKING ACCEPTANCE

1.1 Acceptance and confirmation

Completed Acceptance Forms confirm the booking of space at the Christmas Market.

Acceptance forms must be returned to **[Your Church Name Here]** by **[Date For Forms To Be Returned]**.

Allocation of stall space is only confirmed if the completed Acceptance Form is returned with:

- payment for the stall space, which is non refundable
- payment for any additional requirements

1.2 Acceptance of Terms and Conditions

Stallholders must read and agree to the Terms and Conditions prior to an Acceptance being deemed as confirmed.

Stalls cannot be secured or obtained from a third party under any circumstances.

Acceptance Forms will only be accepted from individual persons or businesses. Acceptance Forms in joint names will not be permitted.

Preferred locations cannot be guaranteed. The organisers reserve the right to allocate stall space as they see fit and to change your location on the day if necessary.

If Acceptance Forms and payments are not received at **[Your Church Name Here]** by the **[Deadline Date For Forms To Be Returned]**, your allocation will be offered to another Stallholder.

2. LEGAL COMPLIANCE, INDEMNITY AND DISCLAIMER

2.1 Health, Safety and Licensing

Stallholders are expected to comply with all relevant legislation in respect of Trading



Copyright © 2026 The Church Office. For full terms and conditions of use, please refer to our Document Usage Policy at:

<https://www.thechurchoffice.co.uk/document-usage-policy>

Standards, Consumer Protection, Food Safety, Health and Safety and requirements of the **[Your Local Council Name Here]** County Council Health, Safety and Environmental Health teams. Stalls will be inspected during the market and those deemed to not comply with good practice and general safety requirements will not be permitted to trade. Alcohol is not permitted to be sold on the premises by any Stallholder.

2.2 Risk Assessment

All Stallholders are required to have carried out a thorough assessment of the potential risks associated with their product and may be required to submit a written copy of this upon request, if necessary.

2.3 Insurance

It is anticipated that all Stallholders hold Public Liability Insurance, evidence of which may be required on the event night. If Stallholders do not have valid insurance covering the duration of the market, they will accept full responsibility and liability for all aspects covered by such insurance.

2.4 Indemnity

In signing the terms and conditions, approved Stallholders shall indemnify the **[Your Church Name Here]** and all event staff/volunteers from and against actions, costs, losses (including legal fees), claims or demands in respect of any accident, damage, death or injury to any person or property arising directly or indirectly from the Stallholders use of the building. Stall space fees are non-returnable (see below - Cancellations).

2.5 Disclaimer

To the maximum extent permitted in law, you agree that the **[Your Church Name Here]** is not responsible for any financial losses, or for any loss or damage to your equipment, goods or personal belongings and for any personal injury to you or any part or person connected with you.

2.6 Data

By signing the terms and conditions, you give permission for your company contact details to be stored on an electronic storage and retrieval system, which will be

created for the exclusive use of those involved in the organisation of the **[Your Church Name Here]** Christmas Market. This will not be used by any third party without prior consent.

3. STALLHOLDER CONDUCT

Stallholders shall co-operate and comply with all reasonable requests and all other rules and regulations that may be advised from time to time by the Event Organisers and staff/volunteers. Rude or aggressive behaviour on site will not be tolerated by the event organisers and you may be asked to leave the site.

4. FINANCE AND PAYMENT

4.1 All Stallholder fee payments are non-refundable.

4.2 Any late payments or payments not received as per the payment schedule may result in your pitch being reassigned to another Stallholder.

5. CANCELLATIONS

5.1 The event organisers reserve the right to delay, cancel, shorten or terminate the **[Your Church Name Here]** Christmas Market without notice in the event of adverse weather conditions, emergency situations or for any other reason beyond reasonable control. Stallholders will be informed by email of any such decision or verbally if on site in the event of an incident. In this event fees are non-refundable.

5.2 The event organisers further reserve the right to immediately terminate the right of any Stallholder failing to comply with any of the terms and conditions, or any reasonable directions given by us as specified in clause 3 above.

5.3 No refunds or compensation of any sort will be paid to Stallholders who fail to attend the **[Your Church Name Here]** Christmas Market or where we have exercised the right to delay, cancel, shorten or terminate the Market or where a Stallholder has been instructed to cease trading due to non-compliance with any of the Terms and Conditions.

By signing this form, Stallholders confirm that they will operate within the terms and conditions outlined in this document during participation at the **[Your Church Name Here]**'s Christmas Market **(Insert Year Here)**.