

Littlehampton Town Council

Town Market Community Stall Booking Form

Important: please read all information carefully before completing the attached booking form.

How to book the Market Community Stall

1. Please ensure you have Public Liability Insurance cover for a minimum of £5 million. This must include cover for public outdoor activities and the use of a market stall.
2. Send your **booking form** to Littlehampton Town Council at The Manor House, Church Street, Littlehampton, BN17 5EW.

To qualify for use of the stall the Market Operator requires proof of suitable insurance cover. In order to qualify for use of the stall you must send your insurer's details and your policy number to kgibbins@littlehampton-tc.gov.uk. The Market Operator will then check your policy via their insurers website.

3. Once the Market Operator approves your insurance policy, we will confirm your booking with further details of how to use the stall.

Please note this process can take time so we suggest you send your insurance policy information as soon as possible but not before you have sent us the booking form.

Littlehampton Town Council Town Market Community Stall Booking Form

Organisation's Information	
Organisation's Name	
Contact Name	
Position	
Organisation's Address	
Post Code	
Telephone	
E-mail	
Charity Registration Number	
Where did you find out about the Community Stall?	
Information About the Stall – a gazebo (3m x 3m) will be provided for you but you will need to bring your own table(s)	
Date(s) when the stall is required (As of 2015 only one booking per group will be accepted between May and August, see T&Cs for details. Please state if you would like to go on the waiting list for a second date during this period.)	
Please tell us what you would like to use the stall for i.e. bric a brac, handing out information, raffle*	
Name of the person who will be in charge of the stall on the day	
Contact telephone number	

PLEASE NOTE THAT PITCHES ARE SUBJECT TO AVAILABILITY.

Town Market Community Stall Terms and Conditions

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- Due to popular demand during the period of May 1st to the 31st of August only one booking per group will be allocated. Groups may ask to be placed on a waiting list for cancellations or open slots during this time. The waiting list will operate on a first come first serve basis.
 - **To qualify for use of the stall the Market Operator requires proof of suitable insurance cover. In order to qualify for use of the stall you must send your insurer's details and your policy number to kgibbins@littlehampton-tc.gov.uk. The Market Operator will then check your policy via their insurers website.**
- Pitches are only available to non-profit Organisations who provide services in Littlehampton and do not have a shop. The pitch will be provided free of charge by the Market Operator and it will be located at a location convenient to them. A gazebo (3x3) will be provided. Organisations must make contact with the Market Manager on arrival and ask for the gazebo to be put up.
- Any issues arising from the community stall on the day need to be addressed with the Market Operator. A contact name and telephone number will be provided to the Organisation upon booking.

The following conditions must be observed by the Charity Organisation at all times:

- a) The Organisation can only drive onto the precinct when the Market Manager is on site. This **MUST** be done before 8.30am.
- b) The Organisation **MUST** follow the Market Manager's instructions with regards to Health & Safety at all times.
- c) The Organisation **MUST** take away any waste produced during the market and dispose of it appropriately.
- d) The Organisation **MUST NOT** move the pitch without prior consent from the Market Manager.
- e) Should the Organisation need to leave the pitch earlier than the market finishing time (3pm) it **MUST** inform the Market Manager. Vehicles cannot enter the site before closing time.
- f) Raffle tickets **CANNOT** be sold prior to the market day and prize draws can only be started and finished on the same day.
- g) No Alcohol, Dangerous or Inappropriate objects (i.e. knives, age restricted items) to be sold/raffled on the stall.
- h) The Organisation will be responsible for the safety of its volunteers/employees and the items on its stall and any injuries or potential damage occurred during the market. Unless such injuries or damages were caused by another stallholder or the Market Operator. Littlehampton Town Council will not be liable for any claims that may arise from the use of the Community Stall.

Town Market Community Stall Terms and Conditions Agreement

I have read and understood the terms and conditions of the booking and hereby accept them. It is my responsibility to communicate the terms and conditions to those who will manage the stall on the given date.

To be signed by the person making the booking.

Signature: _____ **Date:** _____

Name (Block Capitals): _____

What to do next:

1. Return the completed **booking form** to: Littlehampton Town Council, The Manor House, Church Street, Littlehampton, BN17 5EW or e-mail kgibbins@littlehampton-tc.gov.uk
The Town Council will write to you to confirm if the date you chose is available.
2. **To qualify for use of the stall the Market Operator requires proof of suitable insurance cover. In order to qualify for use of the stall you must send your insurer's details and your policy number to kgibbins@littlehampton-tc.gov.uk. The Market Operator will then check your policy via their insurers website.**