



CIRENCESTER YOUTH MARKET 2017 APPLICATION FORM

Thank you for registering for this year's Youth Market. Your application will be confirmed by Cirencester Town Council who will issue you with an invoice for the full amount. Before completing, email markets@cirencester.gov.uk to ensure availability and please also read the terms & conditions.

YOUR DETAILS

Business Name:	
Contact Name:	
Description of Product / Service:	
Trading Address:	
Post Code:	
Telephone:	
Mobile:	
Email Address:	
Website & Social Media Addresses	

STALL HIRE FEES:

	22 March 2017	Tick if required	No of stalls required	Electricity required
Youth Market stall booking	£20.00ea			
Electricity: Please describe what equipment/wattage you will be running from the power supply				

CHECKLIST:

	Please tick
I have read & agreed to the Terms & Conditions	
I attach a copy of my Public Liability and Product Insurance	
If applicable, I attach a copy of my PAT Certificate / Gas Safe Certificate / Food Hygiene Rating and Level 2 Food Hygiene Certificate (Circle as applicable)	
Intended method of Payment Method	Please tick
BACS payment for £ To: Cirencester Town Council Sort Code: 30-92-06 Account Number: 00017467	
Cheque payment for £ Cheques should be payable to Cirencester Town Council	
Payment in cash on the day. (This must be agreed prior to the event)	

PLEASE COMPLETE & RETURN BY EMAIL TO: Suzie Lew:- markets@cirencester.gov.uk

Terms and Conditions

Markets are held in the Market Place in Cirencester using our traditional market stalls.

- The Youth Market will run from 10.30am-2.30pm on Wednesday 22 March 2017.
- Upon confirmation of your application from Cirencester Town Council, full payment must be received within 7 days of receiving an invoice for the full amount. Our cancellation terms are as follows: up until two weeks prior to the event no cancellation fee will be deducted. Cancellation received before two weeks of the event; 50% of the stall hire will be deducted. Less than two weeks cancellation received 100% of the stall hire fee will be deducted.
- No articles or goods other than those defined above must be offered or exposed from the stall. In case of dispute as to the type of articles or goods included in the definition above, the decision of the market management shall be final.
- Stalls will be assembled at the start of the day and disassembled at the end of the day. All stalls are supplied with fitted cover and table top. Stalls will be available for set up two hours before trading commences.
- Electricity is available at no extra cost and on request basis.
- **Portable Appliance Test (PAT) Certificate** - Each electrical item (including spotlights) requires a PAT Certificate. Your electrical equipment, including brand new equipment cannot be used without a Certificate.
- Any exhibitors selling food or drink must comply with the Food Safety Act 1990 and associated regulations and the Health & Safety at Work etc. Act 1974 and associated regulations. Cirencester Town Council, as the governing body, has the right to terminate forthwith the operation of the business/stall, if in the opinion of any of its officers, a serious breach occurs.
- Any food based exhibitor should include a copy of their **Local Authority Food Hygiene Rating Certification; Level 2 Food Hygiene Certificate** with their application form.
- ALL gas appliances must have **Current Gas Safety Registration Certification** and LPG tanks require a safety cage (provided at your own expense).
- No smoking will be permitted at any time by a stall holder in or around the stalls. No open flame (e.g. candles) will be permitted.
- Stall holders must ensure their stalls are staffed at all times that the market is open and presented in a professional and tidy manner.
- All stall holders must have public liability and product insurance. We will require a copy of this with your application.
- During the market operating hours, no waste or rubbish must be left on the Market Place and all spills and liquids must be cleaned up immediately.
- When leaving the site, please ensure that, as far as reasonably possible, the market place and immediate vicinity is cleared of refuse and waste arising from the trading and the Market Place is left in the same condition, as prior to your arrival.
- No waste matter shall be allowed to enter any highway or waste water disposed of via public drains.
- The tenant must not cause any obstruction of any street / highway or endanger any person using it or cause any nuisance or annoyance by reason of the street trading activity, whether to persons using the street or otherwise.
- In the event of a market being cancelled due to weather conditions no refunds will be given. Contact Numbers: 07460 441227 / 01285 655646 / Email: markets@cirencester.gov.uk.
- I agree to the above terms and conditions, as stipulated by Cirencester Town Council:

Signature _____ Date _____

Cirencester Town Council, Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP

Tel: 01285 655646/Fax: 01285 643843/Web: www.cirencester.gov.uk

