

christmas in Cirencester

August 9, 2017

Dear Christmas Trader

Thank you for expressing an interest in trading at the 2017 Cirencester Christmas Markets. We pride ourselves on our festive themed markets which create a truly memorable Christmas shopping experience for visitors and locals to the vibrant and historic market town of Cirencester; 'Capital of the Cotswolds'.

Cirencester Town Council is proud to host some great festive events this year, showcasing our beautiful town with its unique and enticing retail offering including the new Market Place and West Market Place. The town centre regeneration has provided Cirencester Markets with a permanent paved Market Place sympathetically created to reflect its beautiful surroundings. For 2017, Cirencester Town Council will be hosting a Christmas Market as part of our Advent Festival and a Weekend Christmas Market.

Firstly, the **Cirencester Sparkles Advent Festival Christmas Market** will be held on **Saturday 2 December 2017 trading from 11am to 7pm**. The annual Advent Festival takes place in and around the Market Place and brings Christmas celebration to the town including live entertainment and music for all the family. The day culminates with the celebrity Christmas Lights Switch On. Footfall for this event is impressive with over 9,000 visitors and members of the local community visiting the town.

Secondly, we will host a weekend **Christmas Market on Saturday 16 & Sunday 17 December 2017**, in the Market Place **trading from 10am to 5pm**. This is a fantastic Christmas Market set to the festive back drop of the Christmas lights, Christmas tree and live music and carols from local community groups. Again this market sees an impressive footfall and trader feedback from 2016 was exceptional.

Please find attached our application form and trading terms & conditions for both of our Christmas markets this year. Our new stalls include a covered traditional style stall with integral tables and will include lights, fairy lights and power if required. The length of a stall is approximately 10ft x 4ft.

There will also be a week long Christmas Gift Market in the Market Place which will be organised by Cotswold Markets on **Monday 11 to Friday 15 December**. More information on this specific market can be found by contacting Cotswold Markets directly. (trade.cotswoldmarkets@gmail.com)

Please be aware that applications from stallholders will only be considered if they are accompanied by a product description, website, and links to social media and/or photographs of your product range. Please note that this also includes repeat stallholders. Both new and repeat stallholder applicants will be considered on equal terms. Feedback from customers in 2016 was very positive especially regarding the great product mix that was available and we intend to continue this for 2017.

Applications must be completed and returned to markets@cirencester.gov.uk or via the address detailed below, no later than **Friday 8 September 2017**.

Yours sincerely

Suzie Lew
Market and Events Officer
Cirencester Town Council

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

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



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Saturday 2 December 2017 trading, 11am to 7pm
Saturday 16 & Sunday 17 December 2017, 10am – 5pm

APPLICATION FORM – NON CATERING

Your application will not be secured until confirmed by Cirencester Town Council who will issue you with an invoice for the full amount. Before completing, email markets@cirencester.gov.uk to make sure dates are available & please read the Terms & Conditions.

Business Name:	
Contact Name:	
Description of Product / Service:	
Trading Address:	
Town/City:	
Postcode:	
Telephone:	
Mobile:	
Email Address:	
Website Address:	

PRICES:

Dates; Prices & Additional Requirements	Sat 2 Dec	Sat 16 Dec	Sun 17 Dec	No Of Stalls Required per Market
One stall booking Tick as required:	£40.00ea	£45.00ea	£45.00ea	
Integral table required?				
Electricity required (£10 per day)?				
Total Fee Payable:				

Please note the above fees are for the built structure market stalls only. Catering vans and other traders should discuss space required and a cost will be provided upon enquiry.

CHECKLIST:

Please tick

I have read & agreed to the Terms & Conditions	
I attach a copy of my Public Liability and Product Insurance	
I attach a copy of my PAT Certificate / Gas Safe Certificate / Food Hygiene Rating and Level 2 Food Hygiene Certificate (Circle as applicable)	
I enclose images of my product range and description	
Intended method of Payment Method	Please tick
BACS payment for £ To: Cirencester Town Council Sort Code: 20-84-58 Account Number: 63112284	
Cheque payment for £ Cheques should be payable to Cirencester Town Council	

Signature _____ Date _____

PLEASE COMPLETE & RETURN BY POST TO:

Cirencester Christmas Markets, Bingham House, 1 Dyer Street, Cirencester, Glos., GL7 2PP

BY EMAIL: Christmas in Cirencester:- markets@cirencester.gov.uk

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Terms and Conditions

- The Christmas Market will run from 11.00am - 7.00pm on Saturday 2 December 2017 and from 10.00am – 5.00pm on Saturday 16 & Sunday 17 December 2017
- Stalls for the Advent Christmas Market on 2 December will be in West Market Place & Gosditch Street. The monthly Arts & Crafts Market (managed by Cotswold Markets Ltd) will be in the main Market Place.
- Upon confirmation of your application from Cirencester Town Council, full payment must be received within 14 days of receiving an invoice for the full amount. Our cancellation terms are as follows: up until one month prior to the event no cancellation fee will be deducted. Cancellation received between one month and two weeks; 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 an extra cost and on request basis at an additional cost of £10.00 per day.
- **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. Any damage to the ground surface requiring cleaning will be charged to the trader.
- When leaving the site, please ensure that 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 _____