

Indoor Artisan Market

Booking Form

This form should be returned to: reception@totntowncouncil.gov.uk with a photo of your products and copy of your public liability insurance. Payment details will be sent to you when the booking is confirmed.

Event date/s:	
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Seller Information

Name:	
Address:	
Email:	
Contact Number:	

Business Information

Business Name (if applicable):			
Website:		Facebook:	
Please describe your business and your products:			

Public Liability Insurance

Please submit a copy of your Public Liability Insurance with the booking form.

Policy Number:			
Insurer:		Cover Amount:	

Tick here if you are happy for us to retain your details for the purposes of contacting you about future markets in the Civic Hall which may be of interest to you	
Tick here if you agree to your business details being included on the Town Council website and in advertising material, for the promotion of the Market	

I/We acknowledge that we have read the conditions of hire and have read and understood the requirements detailed.

I/We have attached a copy of our Public Liability Insurance.

I/We are over 18 years of age.

I/We have read the Council's Privacy Notice and Privacy Policy (see www.totntowncouncil.gov.uk)

Your signature:	Date:
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Payment information will be sent to you once your booking has been confirmed. Please note that the preferred method for payment is by BACS and the reference number we send to you must be used to reconcile the payment. There will be an additional charge of £2 if paying by cash or cheque.

Terms and Conditions

1. All fees/charges due shall be paid in full in advance. A booking will not be considered secured until payment has been received.
2. Once the booking and payment has been received by the Council (acting on behalf of the Paige Adams Trust) there will be no refunds for cancellations less than four weeks before the market.
3. The Council (acting on behalf of the Paige Adams Trust) reserves the right to cancel the event and amend the conditions of hire without notice and without any liability of any kind. In the event of the Council (acting on behalf of the Paige Adams Trust) cancelling the event the fees/charges will be returned in full.
4. All sellers must occupy their table at least 1 hour before the advertised time that doors will open to the public. Sellers are required to trade with stock in situ until the advertised closing time.
5. Sellers are to vacate the hall no later than one hour after the advertised closing time. Sellers shall remove all their stock, fixtures and fittings from the Hall at the completion of the day's trading unless special arrangements have been agreed by the Council (acting on behalf of the Paige Adams Trust).
6. The Council (acting on behalf of the Paige Adams Trust) will allocate table spaces and their decision will be final.
7. All refuse generated by sellers from trading operations in the hall is to be removed from the premises at close of business.
8. No seller shall make any material change in the class of goods sold as indicated on the booking form.
9. All facilities in the hall belonging to the Council and provided for the use of the sellers shall be used only for the purposes for which they are provided. The cost of repair occasioned by misuse or deliberate damage to the facilities by a seller will be recharged to that seller.
10. No nails, tacks, screws, pins or other like objects shall be driven into any part of the hall; nor shall any placards, tape or other articles be fixed thereto that shall cause damage to the paintwork, plaster or any other part of the fabric of the building.
11. All charges for the use of table spaces shall be fixed by the Paige Adams Trust only. All table space rates are unified and Council Officers (acting on behalf of the Paige Adams Trust) have no authority to vary these.
12. Every seller shall accept full responsibility for, and indemnify the Council (acting on behalf of the Paige Adams Trust) against all claims for personal injury, damage to property, nuisance and any other damage or expense by whomsoever the claim is made and from whatever cause arising out of or in connection with the use and occupation of the table space allocated to him/her. Copies of Public Liability Insurance Certificates, and if requested the relevant insurance schedule, must be provided for inspection.
13. Sellers may not use any sound equipment.
14. Sellers selling food from a table space as defined in any current food hygiene regulations, laws and any subsequent legislation shall comply with such legislation. Any breach or breaches will make that seller liable for disqualification from trading within the Hall.
15. No electrical equipment of any description is to be used in the Market without a PAT Certificate or proof that it is under a year old.
16. Smoking. There is a no-smoking policy in all Council buildings. No-one may smoke in the Hall.

17. No naked flame may be used for heating, lighting, cooking or for any other purposes within the Hall.
18. Sellers are responsible for their own stall security.
19. Data Protection. The details of the seller will be held by Totnes Town Council (acting on behalf of the Paige Adams Trust) on its paper and computer databases for use by its accounts department for maintaining proper records. It will not be passed onto any third parties without explicit permission.
20. The seller must report all accidents involving injury to themselves or the public to the Council Officer on duty as soon as possible so that they can be recorded in the accident book. Details required include the contact details of the injured person, the date and location of the accident, how and why the accident happened, the injury suffered and treatment given.
21. Sellers must at all times abide by normally accepted social standards and good conduct towards Council Staff, other sellers and the general public. If sellers cause such abuse, alarm or concern towards others, due to their actions, omissions or the goods/services they are providing, the Council Officer on duty has the right to ban that person from trading on Council premises or on premises controlled by the Council. There is a requirement that all Sellers shall conduct themselves whilst operating as a seller responsibly and lawfully. They are expected to exhibit a high degree of personal integrity, ethics and professionalism at all times when trading.