



# **Prestwich Artisan Market Service Standards 2017**

## **The Longfield Suite, Prestwich 2018**



**BURY VENUES**  
THE LONGFIELD SUITE



## **How to trade on the Prestwich Artisan Market**

To trade on this market you must comply with all the terms and conditions of this Service Standards Agreement.

### **Application**

We celebrate the diverse communities who live, work and visit Prestwich and positively welcome trading applications from all sectors of the community.

If you wish to trade on our market you must complete and return the official application which covers:

- Your full name
- Your full home address
- Your contact telephone number
- Your email address
- Your national insurance number or resident ID card where you live outside the UK
- Your date of birth

*In addition we require:*

Evidence that you have the appropriate public liability insurance, providing a minimum cover of £5 million for trading on British Markets.

If you are selling food, we require evidence of your registration as a food business establishment.

Applications will be accepted on a first come first served basis and written confirmation of acceptance will be sent within seven days of receipt.

We will normally conduct communication via email and assume the right to keep in touch with applicants via email about this and any further opportunities for suitable markets unless informed in writing by the applicant that consent is withdrawn.

### **Legislation**

It is your responsibility to ensure that you and your employees comply with all current legislation in respect of your business for trading on our market, and provide any relevant documentary evidence when we request to see it.

### **Equipment**

All portable electrical devices you use at the market must have a valid Portable Appliance Test (PAT) certificate.

### **Musical licence**

You must have the appropriate licence to use any music at the market

Any vehicles you or employees, agents and assistants bring to the market must have a valid MOT certificate, must be legally roadworthy, be suitably insured and drivers must be licensed and insured to drive.

### **Insurance**

You must provide documentary evidence of PL insurance with a minimum cover of £1 - 5 million against third party and public liability for trading on British markets. The insurance must be in your registered name and address.

You are deemed to have indemnified the Council from all claims, injury, damage, loss, expenses and costs, however caused, including those sustained through explosion, fire and theft, or the cessation, interruption or alteration of the market, unless negligence on our behalf is shown.

You are further responsible for the cost of repairing or making good any damage made by you, your employees, assistants or agents to fixtures and fitting or other market property.

### **Information**

All your personal information is kept private and confidential and is obtained purely for the purpose of communicating with you, completing agreements, checking identity and market management.

### **Attendance**

You must be in place ready to trade at the time stipulated on the acceptance email. You must use only the space allocated to you: should further space become available for any period of time you must seek permission before using it and permission may be given for a corresponding payment. You must not alter or extend the trading space in any way without our prior consent. You must trade throughout the opening hours of the market and not trade before or after these times.

You must ensure that you leave the market along with all your goods, equipment and refuse, no later than 60 minutes after the end of the market opening hours.

### **Sickness**

If you're unable to attend your allocated trading space because of ill health, you must inform us 24 hours before the day of the market. We may require a medical certificate covering the period of absence and reserve the right to retain payment.

## **Charges & Tariffs**

2018 prices are:

Indoor stalls:       £30 for single space (6ft wide)  
                          £50 for double space (12 ft wide)

Outdoor Stalls:     £50 for a 3m x 3m pitch

Please complete the application form with full details.

You must pay all charges by the prescribed date and time and before each even. You will be charged in full for occupying any trading space, even if you choose not to use the whole space or the whole trading time allocated. If you fail to pay charges in accordance with the terms of trade you may lose the booking and your payment.

## **What you can sell, store and display**

You are not allowed to offer, display or store:

- Counterfeit or fake goods
- Drugs, pharmaceutical or otherwise
- Weapons
- Anything of a pornographic, offensive or morally questionable nature
- Anything of a politically or racially unacceptable nature

The sale of alcohol is restricted and only allowed where we have given specific written permission, following proof of compliance with alcohol licensing laws, proof that you hold a BIIIAB Level 2 National Certificate for Personal Licence, are a minimum 18 years old and remain at the trading space during all times that alcohol is sold.

The use of gas or gas appliances is allowed only where we have given specific written permission, following proof of compliance with Gas Safe regulations and any other relevant legislation.

All sales must comply with The Consumer Rights Act 2015, namely that all goods must be as described, safe, of satisfactory quality and fit for purpose.

Food business must meet the Food Information Regulations. This requires you to provide clear allergy information on any food, including unpackaged. Where food does not come packaged you should be able to provide a written copy of the ingredient information immediately upon request.

You must ensure that all food goods are stored safely and appropriately in containers. The sale, storage and handling of food and drink must comply with the relevant Food Safety Standards and the conditions of the Council's Environmental Health Department..

During trading time you must display all relevant permits, passes, certificates and other legal documents in a prominent position within your trading space.

You must undertake your business, including displaying and depositing your goods and equipment, from within the perimeter of your allocated trading space.

Tables are provided for indoor stalls but we do suggest that you provide table cloths, signage and display boxes to best present your products to the public. Please contact us directly if you have any special needs for the exterior area.

### **Conduct**

You are responsible for your own conduct as well as the conduct of your employees, assistants and agents. All must observe, respect and comply with the instructions and requirements of the Council and its officer.

You shall extend normal courtesy to customers, visitors and staff at all times.

You shall conduct your business in a legal, honest, civil and business-like manner.

You must report all accidents, incidents, disputes, thefts, disorderly conduct or damage to our property as soon as possible.

### **Health & Safety**

We want everyone to enjoy a safe trading day.

You must take all reasonable steps to ensure the safety everyone attending your trading space, making sure that trip and slip hazards are avoided. All displays must safe to carry the goods they bear. You must consider the safety of others at all times.

Vehicles must use designated access ways, loading areas and parking spaces. They must be unloaded on arrival unless forming part of the sales pitch (catering vehicle, vegetable van etc) and parked safely away from the trading area.

Stallholders may be accompanied by children but will be deemed to be the responsibility of the responsible adult and as such subject to all the same rules which apply to the stallholders themselves. Outside stallholders are permitted to bring dogs, which should be kept on a short lead.

**Cleaning and refuse**

Anyone attending the market is responsible for the proper use of facilities. You are responsible for disposal of personal and trade waste properly, and must not bring items or refuse onto the market for the specific purpose of disposal or abandonment.

You are responsible for the cleanliness of your allocated area. You must keep your area in a clean and tidy condition, free from refuse. You must immediately clean up spillages or discarded waste.

You must dispose of your refuse legally/responsibly recycling where possible.

You must treat all facilities with respect and immediately clean up any mess.

You must immediately report any neglected spillages or discarded waste you find.