



Brixham Pannier Market Application form for Stall holders 2019

Stall holder Information

Name	
Name of Market Stall / Business	
Full Address	
Telephone Number	
Email Address	
Business Description	
Goods for Sale	
Number of tables requested (subject to availability)	
Trading day(s) requested (subject to availability)	

Please provide copies of your insurance with £5 million cover, any food hygiene documents, PAT test certificates or proof of any other legal registration that your business may require.

I confirm that I have read the market stall holder regulations and agree to abide by them.

Name	
Signature	
Date	

Brixham Town Council, First Floor, Town Hall, New Road, Brixham TQ5 8TA
T: 01803 859678
E: info@brixhamtowncouncil.gov.uk



Brixham Town Council Market Rules and Regulations

Use of the facilities

Set up:	7.30am – 9.30am (on day of trading)
Market Opening:	9.30am – 3.00pm
Dismantling:	3.00pm – 4.00pm
Trading Days:	Monday, Tuesday and Wednesday each week, excluding one week in August and two weeks at Christmas / New Year.

1. The Scala Hall will only be available for the times specified above. Please ensure you allow adequate time for set up and vacation. Overrunning is not possible as the room may be booked by others.
2. Stallholders will be permitted to remain set up on a Monday and Tuesday evenings subject to the Scala Hall being available and the granting of such right is at the total discretion of Brixham Town Council.
3. Vehicle access will only be granted between the hours of 7.30am - 8.30am and 3.00pm - 4.00pm. All vehicles (unless authorised) must be removed from site by 8.30am.
4. All stall holders are to vacate the Scala Hall by 4.00pm at the latest on each trading day.

Charges

5. Stall holder: £10 per day for first table and £5 per table per day thereafter.
6. Café: £30 per day
7. Discounts for regular stall holders: 50%. This will only be for absence in the event of sickness or advanced warning of holiday. Advanced warning means a minimum of two weeks' notice.

Stall holders shall:

8. Make all efforts to comply with health and safety and any other regulations in place in the building
9. Not allow any disorderly, improper, dangerous or destructive conduct whilst on the site and shall comply with any reasonable request made by the Officers of Brixham Town Council
10. Use the room for the purpose of a Pannier Market only

11. Remain set up for the duration of the trading hours. No stall holder to dismantle until after the market has closed for the day.
12. Use the premises and all associated equipment entirely at their own risk. Brixham Town Council does not accept liability for damage to or loss of personal property of any kind.
13. Keeping their allotted areas clean and tidy during trading hours.
14. Leaving their allotted areas clean and tidy at the end of each day's trading, ensuring that all rubbish is put in the bins provided in the car park. Available bins include general waste, recycling and glass. Please ensure that, where possible, items are flattened in order to save space in the bins.
15. Ensuring unobstructed access to free passage between the stalls, emergency equipment and emergency exits at all times (particularly the walkways).
16. Paying rental charges to Brixham Town Council on demand. Receipts will be issued and must be retained for a reasonable time. In the event of there being a disagreement over the level of charges, the sum demanded must nonetheless be paid in full, pending settlement of the dispute. The matter must then be referred to the Clerk for arbitration, together with a claim for reimbursement
17. Provide evidence of Public Liability Cover, a copy will be kept in the office
18. Comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, stall holders shall ensure that the total prices of all goods and services are prominently displayed and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
19. Each stall holder must keep within the boundaries of the stall and no additional tables will be allowed. **If extra space is required an additional stall must be paid for (if available).**
20. **For extra space please ask Brixham Town Council first. Unless Brixham Town Council has been notified that a stall holder will be arriving late, stalls unoccupied will be re-allocated. Likewise, if a stall-holder fails to inform Brixham Town Council of their absence for three weeks consecutively, the stall may be re-let. If you do not intend to come to the Market, then a phone call to Brixham Town Council would be appreciated. A message can left at the Town Council office on 01803 859678.**
21. **When re-allocating pitches, priority will be given to those stall-holders who trade throughout the year.**

Brixham Town Council shall:

22. Be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

23. Be responsible for allocating stalls and for their positioning and for all matters relating to good order in the Market. Their instructions must be adhered to at all times.
24. Not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the hall to be closed and the market interrupted or cancelled.
25. Promote the market to locals and visitors

Problems and Complaints

26. All problems and complaints (including damage to premises and equipment) must be reported immediately to Brixham Town Council, who will, in turn, report all but the most trivial matters to the Clerk. Stall holders are free to contact the Clerk by email, but this should not normally be necessary. Our foremost aim is to keep the Market a happy place for all who use it, and to resolve any difficulties that may arise quickly and amicably

Selling Alcohol at Events

27. The Town Hall Premises Licence does not cover the selling of alcohol.
28. Any event at which alcohol is to be supplied is subject to a **Temporary Event Notice (TEN)**. If you wish to supply alcohol at your event, please contact Torbay Council Licensing. A copy of the approval **MUST** be supplied to Brixham Town Council prior to the event.

Health and Safety

29. Stall holders are responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974. You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Town Council so that it can comply with its health and safety obligations. A risk assessment will be provided to each stallholder as part of their welcome information pack.

Food Hygiene

30. Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training and instruction in food hygiene. Advice can be obtained from Torbay Council on 01803 208025.

Liability

31. Brixham Town Council will not be liable to the stall holder for any personal injury or loss or damage to property except on the occasion that, and to the extent to which it has been negligent.

32. Please note that by using these facilities stallholders are responsible for making arrangements to insure against any third party claims which may lie against their business whilst using the Town Hall. (The Council is insured against any claims arising out of *its own* negligence.)

Specific restrictions on use:

Smoking:	Smoking (including E-Cigarettes) is not permitted anywhere within the curtilage of the building.
Prohibition:	no nails, tacs, screws, pins or other like objects shall be driven into or fixed to any part of the hall; nor shall 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.
Dogs	Dogs on leads are permitted in the Scala Hall only. Adequate precautions where food is prepared, handled or stored must be provided any stallholder serving food. No dogs (except guide dogs) are permitted to enter any other part of the Town Hall.
Flyposters:	You are advised that 'fly-posting' is illegal and could lead to prosecution. This includes advertising notices attached to road signs, lamp-posts and other fixed or temporary places. Hanging of banners across any part of the exterior of the hall is prohibited except that, with the permission of the Town Clerk, a banner may be hung on the external fire escape staircase above the Scala Hall entrance doors. Please ensure that all posters to be displayed are handed in to the Town Council office.
Electrical Equipment	The hirer shall ensure that any electrical appliances brought by them into the Hall and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the hirer must make use of it in the interest of public safety. All equipment must carry a current PAT certificate.
Accidents	The hirer must report all accidents involving injury to the public to the Town Council as soon as possible, where you will be required to complete an accident form. A first aid box is located near the entrance to the kitchen.

Name	
Signature	
Date	

Review Date: 1st March 2019