Much Wenlock Town Council

Corn Exchange
The High Street
Much Wenlock
Shropshire
TF13 6AE
01952 727509
www.muchwenlock-tc.gov.uk

MARKET STALL APPLICATION FORM

(PLEASE COMPLETE IN CAPITAL LETTERS)

BUSINESS NAME:	
BUSINESS NUMBER:	
CONTACT NAME:	
CONTACT ADDRESS:	
TELEPHONE/MOBILE NUMBER:	
EMAIL ADDRESS:	

BOOKING DATE/S:									

WHAT DO YOU WISH TO SELL?

Tables may be hired between 8 am and 4.30 pm. Each table measures 6' x 3'.
The market areas are located in the forecourt at the Corn Exchange, in the Buttermarket and in the Square.
Please note that a table plan will be provided before the booking date.

CHARGES

HIRER	COST PER TABLE £	QUANTITY REQUIRED
Commercial	£11	
Charity/not-for-profit	£3	

HIRER	COST FOR DESIGNATED AREA (maximum 7 tables) £	TIME REQUIRED
Full-day	£60	

HIRE AGREEMENT

BOOKINGS

1. All hirers must provide contact details (names, address, telephone/mobile number/email address).
2. All hirers must provide a copy of their Public Liability Insurance and all other licences that are relevant. (e.g. licence to sell alcohol/food).
3. To secure your booking rent must be paid one week in advance of the booking date. Payments must be made through the Town Clerk's office.
4. Please note that the Town Council cannot guarantee trade.

STALLS

5. Only tables provided by the Town Council may be used at the Corn Exchange and Buttermarket unless by arrangement with the Town Clerk. (Tables are 6ft by 3ft)
6. Tables will be set out by a member of the Town Council staff in accordance with the Table Plan shown at Appendix 1, and allocated tables may not be moved by hirers.
7. Tables will be allocated at the time of booking.
8. If needed a table plan will be provided one week before the booking date.
9. Display cases and gazebos are only allowed in open spaces and must be approved by the Town Clerk before being used.
10. Tables sited at the High Street frontage at The Corn Exchange will be provided on a first come first served basis.

SALE ITEMS

11. All items/merchandise should be placed on or underneath the table(s) provided, which is the display area.
12. No additional display items may be used other than the tables provided by the Council.
13. No items can be placed on the pavement outside the Corn Exchange market area.
14. No items can be hung on the railings or gates at the Corn Exchange.
15. No items may be placed on the benches in the market area at the Corn Exchange. These must be kept available for use by members of the public.
16. No items can be left in the market areas overnight.

MARKET SAFETY

17. All fire exits must be kept clear of obstruction at all time.
18. No electric fires or heaters can be used in the market area.
19. All tables at the Buttermarket must be cleared and left uncovered at the end of trading due to fire risk.

STALL AREA

20. Traders are expected to share the available space with other hirers as booked.
21. All litter created by hirers must be taken away and not left on the premises. The Council's refuse bins should not be used.

OTHER

22. These terms and conditions must be adhered to at all times.
23. **The Town Council reserves the right, under the discretion of the Town Clerk, to ask any hirer to leave the premises for non-compliance with any of the Town Council's Policies. Fees are non-refundable.**
24. **The Town Council reserves the right to exercise priority use of the market area giving as much notice to hirers as possible.**
25. Any issues or matters relating to these terms and conditions should be addressed to the Town Clerk in writing.
26. Verbal abuse will not be tolerated.

By signing and submitting this application form, I confirm that I have read and agree to the Town Council's Hire Agreement. I have attached a copy of Public Liability/Licence. I understand that I may be hiring shared space and space is only available on this understanding.

SIGNATURE : _____ **NAME:** _____

DATE: _____

Please return this completed form, relevant documents and payment to:
Much Wenlock Town Council, The Corn Exchange, High Street, Much Wenlock TF13 6AE