PADIHAM STREET MARKET

BURNLEY BOROUGH COUNCIL MARKETS SERVICE
CASUAL MARKET TERMS & CONDITIONS

Burnley Borough Council authorises you to use and occupy a space on Padiham Street Market subject to the following terms and conditions.

1. Trading — As a trader you trade on a casual basis only and sell goods agreed with management prior to booking.

2. Insurance — You **MUST** have public liability insurance to £5m

3. Gazebo — You **MUST** provide their own gazebo with weights and **MUST** have a risk assessment in place for the use of it. The gazebos must be no bigger than 3 m x 3 m.

4. Equipment — You **MUST** provide your own tables, chairs, stands and rails

5. Space — The space you occupy **MUST** be always manned throughout the day. Maximum of 2 people per space allocated.

6. Copyright — There must be no copyright items at this event

7. Stock — All stock items must have the correct CLP, CE or safety labelling attached to items e.g. wax melts, bath bombs, children's items etc.)

8. Counterfeit — You **MUST** abide by the Real Deal Standard and Code of Practice - https://www.gov.uk/find-local-trading-standards-office

9. Food Vendors — All food vendors **MUST**: -

    1. Be registered with environmental health
    2. Have a food hygiene rating of 5
    3. Have a risk assessment
    4. Have PAT Test certificate(s) which are in date for appliances

10. Vans — Big commercial food vans i.e. burger vans **WII NOT** be accommodated on the site.

11. Alcohol — Whilst the sale of alcohol is permitted in bottles, cans, etc. it is not for consumption on site. All alcohol vendors **MUST** have a personal licence.

12. Smoking — Traders at the event **MUST** not smoke or vape anywhere on the event site

13. Goods — Second-hand goods are **NOT** to be sold on the market.

14. Waste — All waste material **MUST** be taken off site and disposed of in the correct manner.

15. Payments — Payment for the space **MUST** be made when the booking is made.

16. Refunds — Refunds **WILL NOT** be made unless the market is cancelled. Payment cannot be transferred to a future market for whatever reason.

17. Road Closure — A road closure notice will be in place up to 4.00 pm on the day. All staff have been trained to the required traffic management standards.

18. Toilets — Toilet Facilities are located at the rear of the town hall. However, these are downstairs and may not be suitable for people with mobility issues. The toilet facilities at Tesco may be more suitable.

19. Access/Egress — Access to the area is available from 8.00 am onwards via Riley Street and exit is from 3.00 pm via the substation and medical centre as shown on the plan. You will not be allowed back on site with their vehicle prior to 3.00 pm

20. Staff — Two members of staff will be on site during the day. One will be a security officer.

21. Safety — For health & safety reasons stock **MUST** be kept out of the walkways and the floor in front of the space **MUST** be kept clear. Putting items in any unauthorised area becomes a health and safety hazard

22. Insurance — You **MUST** have public liability insurance to trade on this market to the value of £5m. If someone does injure themselves because of your negligence, then they may sue ***you*** for compensation. Insurance can be obtained by calling the NMTF on 01226 749021 or from any reputable company.

23. Pitching etc. — The premises **MUST** not be used for pitching or for any form of body piercing.

24. Electricity — You **MUST NOT** alter or interfere with any electrical wiring or connect any appliance to the Council's electricity supply unless so authorised by Markets management to do so.

25. Music — Music **MUST NOT** be played by you.

26. Counterfeit Goods — It is an offence to trade in counterfeit goods. Trading Standards will be informed regarding any goods that may breach this rule.

27. Trading times — You **MUST** be ready to trade by 10.00 am and the space must be clear by 4.00 pm in the evening.

28. Rights of possession — Trading on this market is on a casual basis only and does not confer any rights of possession.

29. Evacuation Procedures — You **MUST** make yourselves familiar with the evacuation procedures and what to do in the event of a fire. You will need to have read through and understood the terms and conditions and the fire evacuation procedures before you can book.

30. Entertainment — Burnley Council reserves the right to have entertainment during the event.

31. Security — Burnley Council is not responsible for your property and belongings