

SALISBURY CHARTER MARKET

CHARITY PITCH APPLICATION FORM

(April 2022-March 2023)

SALISBURY
CITY COUNCIL



Please use **BLOCK CAPITALS** to complete this form.

CHARITY DETAILS

Charity Name

Registered Charity Number

Charity Address

.....

..... Postcode

Telephone Number Mobile Number

Email Address

Website

Facebook/Twitter

DETAILS OF PERSON MAKING BOOKING

Name

Email Address

Address

.....

..... Postcode

Telephone Number Mobile Number

DESCRIPTION OF STALL

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ELECTRICITY

Unfortunately electricity is not available at either pitches.

PITCH

£25.00 per market - 3m x 3m/10ft x 10ft pitch

Please do not send payment with your application. An invoice will be sent to request payment, if your application is successful.

Please note no bookings can be taken for Tuesday 18th October due to the Charter Fair.

Please state below which date/s you would like to book, this application form is for the Market Place pitch only.

(Tuesdays and Saturdays only)

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DOCUMENTS REQUIRED

Please provide the following documents *(Tick documents enclosed with application)*

Copy of your public liability insurance

Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date

Completed the enclosed risk assessment or included your own risk assessment

COMPLIANCE STATEMENT

The information provided is true and correct.

I have read and accepted the Conditions of Use for Salisbury Charter Market Charity Stall.

Signature..... Date.....

Please note that if any information given by the applicant is found to have been false or deliberately misleading, any agreement to trade on the market which may have been granted to the applicant can be terminated immediately by the Council.

Data Protection

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the market and/or notifying you of any further Events/Markets we may organise.

I consent to my personal data being held for the purposes listed above

I would like to be kept up to date on any future Events/Markets

(you can opt out of this at any time by emailing markets@salisburycitycouncil.gov.uk)

Submission of an application does not guarantee a pitch. The Council will review all applications to ensure suitability and a mix of goods.

Forms must be returned to the Events and Markets Team at the address below:

Events and Markets Team, Salisbury City Council,
The Guildhall, Salisbury, SP1 1JH

Or email markets@salisburycitycouncil.gov.uk

WHAT HAPPENS NEXT?

Once your application has been received, the details will be logged and dates checked for availability. You will then be contacted to confirm whether the application has been successful and the booking date confirmed.

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

Does your stall include any of the following? If so, you must complete the risk assessment part 2

Responsibilities	Yes	No
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Working machinery of any kind, even if static		
Using power tools during the build-up/breakdown		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

Risk Assessment Form Part 2

Risk	Who could be harmed?	Control measures in place

Signature..... **Date**

Salisbury Charter Market Charity Stall - Conditions of Use

- The fee for the site is £25.00 per day payable to Salisbury City Council. Once the pitch has been confirmed an invoice will be sent to you for payment. Should payment not be made beforehand a cash collector will collect the outstanding fee on the day, they only accept cash. A receipt will then be given/sent to you.
- Your organisation must be suitably insured.
- All gangways/rights of access must be kept clear at all times.
- Persons or organisations having a food stall at The Charter Market must comply with the Food Hygiene (England) Regulations 2006. All food for sale on the stall must consist wholly of covered food that does not require refrigerated storage.
- All items for sale must be sold from the stall provided; items must not be placed on surrounding paved areas as they cause an obstruction to other users.
- **Fly-posting is not permitted** and the stall will be cancelled if this clause is ignored.
- The site must be left in a clean and tidy condition – this means that all rubbish must be removed from the area.

Market Place Pitch Only

- The site is situated on the corner of the Market Place by the entrance.
- Salisbury City Council will provide the Market Place pitch with a Gazebo (3m x 3m/10ft x 10ft) and two 6ft tables.
- The stall will be in place for you by **7.00 am** on the day of the booking. The Market Officer on duty will show you the stall when you arrive.
- You can arrive from 7.00am, vehicles must be off site by 8am
- You may unload on site but **vehicles must parked off site**. Vehicles are not permitted to return to load up before 2pm on a Tuesday and 3pm on a Saturday.

Maltings Pitch Only

- The site is situated on the right hand side over the footbridge from the Library Walk with space for a 3m x 3m/10ft x 10ft pitch.
- The Maltings Manager has agreed that a vehicle may be used to convey goods to the stall area but only if essential, should you need to drive to the stall to drop off your goods this must be done before **8.15am** and vehicles are not permitted to return to load up before 4.30pm on any day the charity stall is being used.
- Permission has been granted to unload/load from Priory Square. Should you finish before 4.30pm you will have to park in Priory Square and remove your goods by hand.
- Salisbury City Council do not provide any equipment for this pitch.
- Please note vehicles are **not allowed to drive along the Maltings footpath between the hours of 8.15am – 4.30pm on the day**.

Salisbury City Council reserve the right to relocate and/or change the conditions.