

Watchet Market Policy Document 2017

Definitions

1. Watchet Town Council (the Council)
2. Watchet Summer Market (the Market)
3. The stallholder and their named representatives (the stallholder)
4. The allocated area of the Esplanade for the use of the Market (the Esplanade)
5. Stalls will include gazebos provided by Watchet Town Council, stallholders providing their own gazebos, free-standing stalls in the Esplanade shelters
6. Vehicles with special permission

TERMS AND CONDITIONS

These are the Terms and Conditions for stallholders using the Esplanade during the Market days

1. All stallholders must be open in accordance with the Market hours of 9.30am to 3.30pm
2. The items sold will be predominantly commercial. If the stallholder has any queries with regard to what they wish to sell, then please contact the Council Office.
3. The stall holder will ensure that the stall is set up and ready to trade by 9.30am. The stall holder should wait, in Harbour Road, for admission on to The Esplanade by the market staff, access on site will be from 8.15am, and all vehicles must be removed from the site by 9.15am. All stallholders must have packed down and have their stall and vehicle removed from the site no later than 4.30pm
4. The stallholder must ensure that the site is left in a clean and tidy condition and any damaged surface areas must be reported to Watchet Town Council immediately.
5. Vehicles are not permitted to park on the Esplanade during trading and should be removed from the Esplanade
6. Parking is permitted for one vehicle in Harbour Road Car Park. Please inform the Council if parking is required and a permit will be issued free of charge.
7. The stallholder must not leave any vehicle not used for the sale of goods on the Esplanade
8. For a limited number of pitches electricity is available and any stallholder requiring the use of this must ensure that all cabling is sheathed and laid flat to the ground to prevent trip hazards
9. Any stallholders using electrical appliances must ensure that they are PAT tested (Portable Appliance Tested) prior to use at the Market
10. Smoking is prohibited within the stall boundary during trading times (9.30am – 3.30pm)
11. No illegal merchandise will be permitted to be sold
12. The Council reserves the right of stall holders admission

FINANCIAL TERMS AND CONDITIONS

Each stall will be charged a pitch fee as follows:

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|---|--------|
| 1. Hexagonal gazebo (6 x 6m) | £20.00 |
| 2. Square gazebo (3 x3m) | £15.00 |
| 3. Stallholder with own gazebo | £10.00 |
| 4. Stallholder using shelter on The Esplanade | £10.00 |

Payment for stalls must be made in advance. A minimum advance booking of six weeks is required – not necessarily consecutive weeks. Advance payment for a whole season's trading, over a minimum 19 weeks, secures a three free weeks bonus, i.e. 22 weeks for the price of 19, 21 for 18, 20 for 17, 19 weeks for the price of 16 weeks. After three advance bookings of six weeks one free week will be offered. Payments will be due, in advance to the Council office (cheque or online) for the start of the season. Subsequent payments for short bookings will be due by midday on the day before the first date of the six-week booking. Late payment disqualifies a trader from receiving a bonus free week.

Payment secures a pitch. Bookings will be honoured unless there is a record of late payment, non-attendance without notice, failure to comply with terms and conditions or other behaviour detrimental to the smooth running or good reputation of the market – in such cases the Council reserves the right to cancel the booking and reallocate the pitch.

Payment can be made by cheque, payable to Watchet Town Council, (by post or in person at the Council office), cash (in person at the Council office only) or online. Payments will not be collected by Council staff. Online payments to

Account: Watchet Town Council

Bank: National Westminster, Williton Branch, 1 Bank Street, Priest Street, Williton TA4 4NG

Sort Code: 60 24 05 Account No: 95252428.

'Market' followed by surname or business name should be entered as payment reference.

Other than in extenuating circumstances, and at the sole discretion of the Town Council, credit will not be given for missed attendances. Under no circumstances will credit be given for absence where notice is not received by the Town Council Office by noon on the Monday preceding the market day in question.

Unless otherwise agreed with the Council, the stall position will be re-let to a new stallholder after non-attendance of two weeks.

Additional Information

- The Market is seasonal (May to September) and will run on a Wednesday between the hours of 9.30am to 3.30pm.
- The liaison contact for any queries relating to the market is Paul Flynn, Operations Assistant, Watchet Town Council, whose contact details will be given once the stallholder's registration and booking has been processed and approved.
- All stallholders will be allocated a position on the Esplanade by the Operations Assistant. The Operations Assistant will take into account pitch preferences but allocations are subject to change at the sole discretion of the Operations Assistant.
- The sharing of a gazebo will be through a personal arrangement with another stallholder and will **NOT** be the responsibility of the market management. The fee must be paid for the pitch regardless of the arrangements made between stallholders
- Watchet Town Council has no policy or stipulations on the 'duplication' of the sale of goods and encourages healthy competition
- Payment of rental and completed paperwork must be submitted prior to the commencement of a stallholder being allocated a pitch and allowed access to the site.

INSURANCE

- The Market is insured by Watchet Town Council
- Watchet Town Council has undertaken the relevant Health & Safety checks and risk assessments
- The individual stallholders must have their own Public Liability insurance (a copy must be submitted with the booking form).

The Town Council reserves the right to cancel a market due to adverse weather conditions or circumstances beyond their control. If this occurs credits and refunds can be arranged through the Town Council Office. Refunds will not be made if a market is closed early, after 1pm on the day.

The Decision of Watchet Town Council is final and binding and the Council will not enter into any further discussion.