

Alsager Market

Terms and conditions for stall holders at the indoor and outdoor markets



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Introduction

Thank you for your interest in our Alsager Indoor Market.

Alsager Town Council runs an indoor market with limited outdoor trading on Wednesdays.

- The indoor market is located within the Alsager Civic.
- The outdoor market is located on the Fairview carpark, to the rear of Alsager Civic.

This document sets out the terms and conditions applicable to stall holders both in the indoor and outdoor markets. It replaces all previous market information.

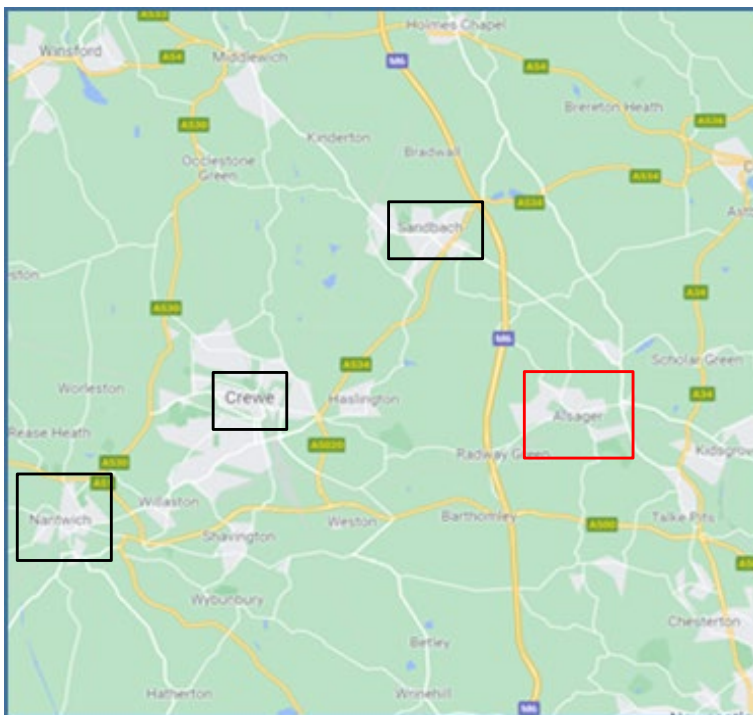
Stall holders are required to sign up to these terms and conditions and make payment prior to attending the market.

At the end of this document you will find an application form.

The Town of Alsager

Alsager has a population of around 13,000 residents.

The town centre provides basic shopping and services with an increasing emphasis on health and well-being as well as a range of cafés, bars and restaurants.



The town sits approximately 4.5 miles to the East of Crewe and 5.0 miles South East of Sandbach. It is within easy reach of the M6 motorway and A500 link road.

In addition, a main bus route operates through the centre of the town and there are car parking spaces at several points close to all amenities.

Before attending the market

Definitions

In these terms and conditions the terms “you” or “yours” or “trader” or “stall holder” refers to the person or organisation that is applying for a stall to trade from.

Alsager Indoor and outdoor markets are organised by Alsager Civic.

The Authorised Officer is the Town Council Officer authorised to carry out designated duties on the market by the Town Council. This is the Civic Manager or her appointed representative.

Application

A signed copy of these terms and conditions, together with your completed application form, a copy of your insurance certificate, and any other documentation as set out in the application form must be received before any application can be processed.

Insurance

You must take out insurance to cover any hazard or loss which may occur at the Market. This must include public liability insurance for not less than £5,000,000 or an amount that you feel commensurate with the risk (if greater). A copy of your insurance certificate must be presented to the Authorised Officer before attending the market. (subject to Managers discretion)

Fees

The fees will be agreed with the Authorised Officer before attending the market.

Payments must be made a minimum of 1 week in advance of attendance which is non-refundable.

It is preferable to pay by card, however cash can be accommodated. These payments are non-refundable. The charges are:

Indoor

The price per stall (1 x 6-foot tables) is £8 and additional tables are £8 each.

Indoor charity stall (1 x 6 foot table) is £8

Outdoor

The price for a van pitch is £8.00 (2 car parking spaces)

The price for van 2 pitches is £16.00 (4 car park spaces)

The price for van 3 pitches is £24.00 (6 car park spaces)

Fees are reviewed annually and can be amended as deemed appropriate. Any amendment to the fees shall be notified to the stall holder not later than one month before the revised charges are to be implemented.

Market day

Opening and closing times

The markets are run from 8am to 2pm every Wednesday.

The market will be closed across the Christmas break, typically from Christmas Eve to the second Wednesday in January.

The market will begin to be setup from 7am, when traders are allowed on site to set up. The market official trading hours are from 8am to 2pm.

Stalls not occupied by 9:30am may be used for other purposes as appropriate.

Stalls must be cleared of all trader goods and waste by 3pm.

Stallholders must keep their stall open for business for the entire duration of the opening hours indicated above. In emergencies, agreement from the Authorised Officer should be obtained before closing a stall.

Position of stalls

The Authorised Officer will have complete discretion on the allocation and position of stalls/pitches. Locations may be amended as deemed necessary.

Stall holders must not exceed the agreed allocated space. This is to ensure that the stall frontages are not encroached on and maintain a clear path through the market. Any products or displays that exceed the allocated space will have to be moved on request.

Stall design

Indoor

Each stall will consist of 1 x 6-foot tables.

Outdoor

Alsager Town Council does not allow gazebos, tents or any other similar structures to be outside. Stalls must be either a self-propelled vehicle or a trailered Stall/cabin that is highly resistant to the wind and weather. Approval of the vehicle type will be at the sole discretion of the Authorised Officer.

Non-attendance

If a stall holder is absent for any reason when expected at the market and fails to notify the Authorised Officer, the Authorised Officer will note the non-attendance. Should a second occurrence happen, this may result in the cessation of the traders attendance at the market.

Sub-contracting your stall

Any permission to use a stall or trading space at the market, is personal to the individual and is not to be assigned, transferred or sublet in part or in whole. Any trader found to do so will be deemed to have terminated their trading agreement.

Trading

Trading may only take place during permitted times.

Products and displayed items must in no way be deemed to present a safety risk or adversely affect neighbouring traders.

Except by prior written agreement from the Authorised Officer, trading may only take place from stalls and pitches provided by Alsager Civic.

Permitted goods

The trader is not permitted to make a material change in the class of goods for which approval has been granted except with the written permission of the Authorised Officer, whose consent may be withheld.

The Authorised Officer has the right to request that you remove any item from your stall which you have not been given permission to sell. The goods you are permitted to sell are strictly those listed on your initial application form only. If you wish to introduce new items, you must seek prior approval from the Authorised Officer.

Stall and produce presentation

Goods should be well displayed and presented. Stall areas should be kept clean and tidy, and packaging should be kept to a minimum. Where packaging is essential, every effort should be made to source environmentally friendly packing and wrapping.

The trader will not attach or exhibit either on the stall(s) or elsewhere in the Market, nor will the stall holder permit others to attach or exhibit on any part of the stall(s) any writing, sign, placard, poster, signboard, public notice or advertisement except as shall be approved by the Authorised Officer.

No sticky tape/cellotape/gaffa tape or similar can be used on the building walls, floors or doors.

Waste

Please note that stallholders are responsible for their stall/pitch being left as it was found.

The trader is responsible for keeping their whole stall area clean and tidy throughout the day to the satisfaction of the Authorised Officer. All refuse and personal litter from the stall area must be taken off site with the trader.

If your designated stall has not been left tidy and in good order, then the Authorised Officer reserves the right to charge the trader double the stall fee for the cleansing and making good.

Every effort should be made to recycle waste materials, Alsager Civic strives to be a plastic free venue.

Adequate care

Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to Alsager Market or their designated representatives. You shall pay for any damage, including accidental damage caused.

Any costs incurred in cleaning up after the trader due to neglect or non-compliance with these terms and conditions may be charged to the trader.

Behaviour

All persons will be treated with dignity and respect. Alsager Town Council expect all persons to maintain the highest conduct at all times. The Alsager Civic facilitates a zero-tolerance policy for violence and aggression. Any traders that act in a manner that exhibits this behaviour or causes the market to be brought into disrepute, may be expelled from the market.

All market traders and/or their staff are required to conduct themselves in a manner that will not cause annoyance or inconvenience to other users of the market. They should act in a responsible manner and not cause any act of neglect, wilful damage or disturbance to the market.

Stall holders should be aware that whilst they may feel a need to express their thoughts and frustrations about the market, they should be careful to avoid statements or comments that may be defamatory to fellow traders or otherwise damaging to the reputation of the Council. Any bullying, harassment, victimisation or threats towards fellow traders or others either face to face or via other means such as social networking sites, may be classed as gross misconduct and be dealt with accordingly.

Any complaints directed towards a trader should be reported immediately to the Authorised Officer to enable them to be correctly dealt with.

Animals and pets

Prior permission must be sought from the Authorised Officer before animals or pets can be brought onto the market. Any animals must be under the control of the trader at all times.

Fur based products

No real fur based products are allowed to be traded on the market for human use.

Sound systems

No amplified music or PA systems are permitted to be used.

Access to Toilet facilities

The toilet facilities for traders on market days are located in Alsager Civic.

Cancellation

Alsager Civic reserve the right to cancel the market at any time.

Fire / Gas / Electricity / Water

All electrical equipment used within your stall must have portable appliance testing (PAT) certification from a qualified electrical engineer. PAT testing must have been carried out within a year of the market date. Copies of certification must be available for inspection when requested by the Authorised Officer. No electrical appliances must be used on a stall which are not PAT tested and hold the relevant PAT details. Extension leads etc must not trail across any walk ways, doorways etc and must be adequately secured.

Health and Safety

Stall holders must be aware of the emergency evacuation procedure and be familiar with fire exits, building layout and location of fire equipment.

You must supply details of your registration with your local authority on application. No applications will be accepted without registration details.

You must ensure that all working practices comply with the regulations as outlined in the Management of Health and Safety at Work Regulations 1999.

You must ensure that all working practices comply within the regulations as outlined in the Manual Handling Operations Regulations 1992.

You must ensure that all working practices comply with the regulations as outlined in the Personal Protective Equipment at Work Regulations 1992.

You must ensure that all working practices comply with the regulations as outlined in the Provision and Use of Work Equipment Regulations 1998.

You must ensure that all working practices comply with the Food Hygiene (England) Regulations 2006.

You must ensure that all working practices comply with Regulations (EC) No 853/2004 on the hygiene of foodstuff.

You must ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1999, The Health and Safety at Work Act 1974, Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Non-compliance

Alsager Civic and their designated representatives reserve the right to remove you from the market site if you do not comply with the obligations as outlined within this document.

You may not be permitted to operate your stall or outlet if you do not satisfy the licensing requirements of the Local Authority. Alsager Town Council and their designated representatives cannot accept any responsibility or liability if this situation occurs.

You agree to abide by the above clauses of and in addition, indemnify Alsager Town Council and their designated representatives against any claim, loss or liability arising from a breach of the above clauses/regulations.

Alsager Civic will review all applications every 3 months and the offer of any pitch is solely up for review by Alsager Civic Authorised Officers.

The Civic Management has the right to amend or cancel the contract. This includes cancelling the event if the hire is not being used for the purpose as described on booking or the conditions above are not adhered to.

Losses

You agree that Alsager Civic or any of their designated representatives are not responsible or hold any liability for any financial losses; for any loss or damage of your equipment, goods or personal belongings; personal injury of representatives working for or connected to you or for any members of the general public attending this Market which are directly or indirectly incurred by you whatsoever.

Social Media

If you have given permission for photos of your business to be used for the promotion of the market, they may be used on a variety of Social media and websites online.

You may use your own social media to publicise the market, with the Authorised Officers consent.

Application Form



Alsager Civic Market Stall Booking Form

Contact Name: Phone Number: Contact Address: Email Address: Business or charity name: Goods for sale: Insurance policies held: Fees (please see page 3) Indoor market Number of stalls and additional tables required: 1 Stall = 1x 6 foot tables = £8 () extra tables x £8 = £ TOTAL COST INDOOR = £ OR Outdoor market I need () Pitches = £	Attendance Pattern: ☐ Weekly ☐ Monthly ☐ One Off Start Date: End Date (or ongoing): Please detail any dates you will not be attending over the 12-month period 01.04.2026-31.03.2027. Social media Are you happy for photos of your stall to be used in the promotion of the market online? Yes () No ()
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DECLARATION: I have read the above details and the Conditions of Hire accompanying the form. I agree to comply with and be bound by the Conditions of Hire and that by signing I am deemed to be the Hirer.

Customer Signature:.....

Date:.....