



WALTHAM ABBEY TOWN COUNCIL

*Arrangements, Fees and Charges for
the use of
Sun Street/Market Square by
commercial organisations*

To be Reviewed: July 2019

1. Introduction

1.1 The pedestrianized area known as Sun Street and Market Square (the area) is a community asset, and is used for the two markets held on Tuesdays and Saturdays every week.

1.2 There are charges levied on the Tuesday (Charter Market) and Saturday market stalls with the costs being charged at a rate of £30 per 1m length. It is considered that a market/fete etc run on a commercial basis should also pay some form of charge for the use of the community asset.

2 Mobile Stage

2.1 The Town Council purchased a mobile stage for use by the community, and that if it is a community group that has requested the hire, the costs should be negotiated with the Town Council. It is considered that hire by a commercial organisation should be conducted on a commercial basis, with the attendant fees.

3. Terms of Trading

3.1 Applications for use of the area for a market, fete, or any other use are to be made to the Town Council at least four weeks prior to the event.

3.2 Copies of documents including risk assessments, insurance certificates and any licenses required by the event will be given to the Town Council at least two weeks prior to the event.

3.3 Times of trading will be notified to the Town Council at time of application.

3.4 Vehicular access will be available prior to and after the event in order to set up and break down. There will be no vehicular movements during trading times, and all vehicles will be removed from the site, unless it is a specialist trading vehicle.

3.5 The person signing the form is accepting liability for the event.

3.6 The condition of the area after the event also needs to be taken into account such as littering and bags of rubbish left on site. As the area is open to the public continuously, it is difficult to provide a totally clean area, especially if the hire is due to take place on a weekend with an early morning start. This has been taken into account in the policy. We will make every reasonable effort to ensure the area is clean and tidy before the event, and expect to find it in the same condition after the event. Any comments regarding the condition of the area should be brought to the attention of Council prior to the event. It is required that the hirer issues bin sacks to all stallholders, and that all litter produced by the event is taken away and disposed of by the event organisers in a suitable manner and that a litter pick is conducted after the event to ensure the area is left clean.

4. Fees and Charges

4.1 For every pitch that is contracted to the commercial market and present on the day, a fee is to be levied in the sum of £5.00 minimum and £10 maximum per pitch.

4.2 Charges for a commercial hire of the mobile stage per day are:

- Delivery and set up £50
- Breakdown and return £50
- Hire £10 per hour (use)

These charges do not include ancillary equipment or power charges.

4.3 As per our usual conditions of venue hire, there will be a £200 damage deposit charged. This will be fully refundable if:

- The area is left clean, tidy and litter free with no additional bags of rubbish left around the litter bins
- There is no damage to the mobile stage or council stalls if hired.

4.4 Requests for stall hire on a traditional market days, i.e. Tuesday or Saturday, cannot be accommodated. For other days, a charge for stall hire will be made, which includes delivery and set up and breakdown and return, with a minimum of 10 stalls and a £20 per stall per day over that number with a minimum charge of £200. This is in addition to the pitch charge at 4.1

4.5 Charges will be made through the Town Council's invoicing system with invoices being sent to the hirer for payment in advance of the event, with 50% (at least £100) being paid two weeks prior to the event and the balance being due to be paid no later than 14 days after the event. The damage deposit of £200 will be paid no later than two weeks prior to the event.

4.6 The Town Council reserves the right to refuse applications and to amend the terms of this policy which will be reviewed annually as part of the Council's Fees and Charges.

The terms in this policy document were agreed at the Policy & Resources Committee meeting held on 11th June 2014 minute reference: 46 /14 and adopted at the Policy & Resources Committee meeting held on 3rd July 2014 minute reference: /14