

Farm And Craft Market Terms And Conditions

Market Trader Criteria and Application Form

1. Introduction

- 1.1 These Terms and Conditions provide guidance for all stallholders who wish to trade at St Neots Farm and Craft Market.
- 1.2 The St Neots Farm and Craft Market happens every 2nd and 4th Saturday of each month (24 markets a year) and is located on the Market Square, St Neots, PE19 2AF with trading times 08:00-13:00.
- 1.3 Live entertainment is provided at the market to increase engagement and public footfall.

2. Criteria

- 2.1 Local traders (located within a 30-mile radius of St Neots) are given priority to join the market. St Neots Town Council may consider producers from outside of the area if a local alternative is not readily available.
- 2.2 Products sold must be grown, raised, caught, processed, or created by the seller.
- 2.3 The person directly involved in producing the goods must be present at the market.
- 2.4 Bought in produce cannot be resold without further processing. Processed goods should contain at least 10% of ingredients of local origin.

3. Supporting Documentation

- 3.1 Sellers must comply with current Trading Standards and Environmental Health requirements. All required certifications must be submitted with this application:
 - All stallholders must hold their own public, employee, and product liability insurance.
 - Anyone handling foodstuffs must hold a Food Hygiene Certificate and rating.
 - All stallholders must provide a risk assessment and method of statement (RAMS)
 - All stallholders using electric and/or gas must submit gas safety and PAT testing certificates dates within 1 year of their application.
 - All catering stallholders must have recently tested fire-fighting equipment on their stall: a fire extinguisher and fire blanket – these must be available for inspection by market staff.

4. Stall Variety

- 4.1 St Neots Farm and Craft Market is a thriving, growing market, featuring an average of 20+ stalls. Trader applications are confirmed at St Neots Town Council's discretion. The Town Council reserves the right to decline a trader application without reason.



- 4.2 St Neots Town Council is supporting its growth and seeks to ensure product variety for consumers. The Town Council aims to introduce no more than 3 stalls selling similar products at any one time. Traders are not guaranteed exclusivity at the market. Traders who cannot be accommodated immediately will be put on a waiting list and will be contacted when a space is available.

5. Market Layout & Pitch Allocation

- 5.1 Pitches will only be confirmed when St Neots Town Council has received all requested documentation and pitch payment is received in full prior to a booked market.
- 5.2 Pitch allocation is at St Neots Town Council's discretion. A site plan is issued to market traders in advance of each market.
- 5.3 Pitch allocation isn't specific to traders and can be amended by the Town Council at any time.

6. Charity & Community Stalls

- 6.1 Where space allows, St Neots Town Council offers local charities and community groups one off pitches. The Town Council operates a one visit only policy for local groups seeking to promote at the market.
- 6.2 A booking calendar is in place and groups can request a pitch up to a year in advance for specific market dates. Community pitches are offered on a first come first served basis.

7. Market Closure In Exceptional Circumstances & Extreme Weather

- 7.1 Scheduled markets may be subject to change or cancellation at short notice on rare occasions, due to but not limited to, extreme weather conditions and COVID-19.
- 7.2 In the event of a forced cancellation, abandonment, limitation, or postponement of the market, St Neots Town Council cannot be held responsible for loss of earnings because of any of these circumstances nor any other action by any third part beyond their control.
- 7.3 Conditions of refunds because of market cancellations can be found in the St Neots Farm and Craft Market Policy.

8. Trader Cancellation/Non-Attendance

- 8.1 In the event of a pre-booked pitch cancellation by the trader, St Neots Town Council reserves the right to retain pitch fees in full. A cancellation will forfeit monies paid/cancellation fee issues (the pitch fee amount), unless **14 days' notice** is provided in writing by emailing enquiries@stneots-tc.gov.uk.
- 8.2 If a trader wishes to cease regular trading at the market, **4 week's notice** must be provided to St Neots Town Council in writing by emailing enquiries@stneots-tc.gov.uk. Traders will be invoiced a cancellation fee (their pitch fee amount) should they terminate early.
- 8.3 In the case of an emergency need to cancel due to illness of unforeseen circumstances at short notice, contact: T: 01480 388911 by 7am on the day of this market.
- 8.4 Non-attendance at a pre-booked market will result in 100% of the pitch fee being retained by the Town Council. Refunds for the non-attendance are at the discretion of the Council and will only be considered in extenuating circumstance.



- 8.5 Attendance at the market is recorded by St Neots Town Council Staff. Upon 3 unplanned absences in a year, the trader's application and pitch will be terminated immediately. The trader will need to resubmit their application to be reconsidered to join the market. This does not result in a priority application and traders will be allocated a pitch in line with the other applications. This may include being placed on a waiting list.
9. **Payment**
- 9.1 Pitch fees must be paid in advanced prior to market attendance. Payment must be made, and funds cleared at a minimum of 2 weeks prior to the market day. St Neots Town Council will refuse attendance if pitch fees have not been received prior to a pre-booked market.
- 9.2 Regular traders who fail to make pitch payments in advance and/or consistently miss pre-booked markets may be excluded from trading.
- 9.3 St Neots Town Council bank details:
SORT CODE: 20 – 74 – 81
ACCOUNT NO: 00780790
Please list the reference as the trader business
- 9.4 **FAILURE TO MAKE PAYMENT PRIOR TO A BOOKED MARKET WILL RESULT IN THE PICTH BEING CANCELLED**
10. **Site Set Up, Safety & Management**
- 10.1 Traders are only permitted to arrive and set up at the allocated times. Traders can arrive at the site from 7am and must be away from the site by 2pm.
- 10.2 All vehicles must be off the site by 8am.
- 10.3 Traders are not permitted to pack or clear stands during the usual market operating hours (08:00-13:00)
- 10.4 Vehicles are not permitted on the Market Square during the market operating hours. All vehicles must be parked in one of the nearby public car parks.
- 10.5 Traders are responsible for the security and safety of their own equipment, St Neots Town Council cannot be held for items left unattended.
- 10.6 Traders are responsible for ensuring stands, displays and vehicles do not cause a hazard or responsible dangers to members of the public. All temporary structures must be weighted, and electrical cables must be covered with approved channelling. **A Risk Assessment and Method Statement must be provided.**
- 10.7 **Traders must maintain adequate shared access with their neighbours.**
- 10.8 Traders must remove all rubbish, wrapping and waste at the end of trader and leave the site clear and tidy before departing.
11. **Insurance & Liability**
- 11.1 St Neots Town Council is not responsible for traders' property whilst attending the market. Traders are required to have a minimum cover **£5 million public liability insurance.**



- 11.2 Traders are responsible for all damage or injury to persons or property caused by any of their equipment. Traders shall indemnify and hold harmless St Neots Town Council in respect of all liabilities, proceedings, and damages.

12. Market Exclusions

- 12.1 Anti-social behaviour by the trader or a member of their staff will not be tolerated and may lead to dismissal from the market.

A trader can be excluded from the market on a majority vote of the Council's Promotion & Events Committee. Reasons for exclusion could include:

- Failure to provide supporting documentation to comply with the market T&Cs.
- Concerns about quality of produce, which will be discussed to seek improvement with the trader in the first instance.
- Complaints from customers, which will be investigated with the trader in the first instance to seek resolution.
- Persistent late arrival/not attending pre-booked markets.
- Anti-social behaviour towards Council staff, other traders, or members of the public.

Traders will receive one verbal, followed by one written warning prior to being excluded.