

Four Seasons Market - Potton

Policy and Operating Procedures

In line with the Potton Town Plan, it is our intention to run a quarterly seasonal market in the town square. There will be a variety of goods with the main emphasis being on local produce. We are not promoting ourselves as a Farmers Market because we intend to have one or two stalls that would contravene their guidelines. We will try to create a different festive atmosphere suitable to each season and the Town Plan Committee have the discretion to invite and agree which stallholders can attend each market.

1. Each stallholder must have Public Liability insurance cover for at least £2 million and Product Liability insurance to cover their activity at the market.
2. All stallholders must comply with the requirements of the Trading Standards Authority.
3. Any stallholder who sells high risk food and drink products must have a current Basic Food Hygiene Certificate and should comply with current food safety legislation. Please look at and sign the accompanying sheet if this applies to you.
4. Each stallholder will display a name board and have their own name and contact details visible.
5. Stallholders should supply their own stall and ensure they are ready to commence trading at 9am. It would be helpful if they could remove their vehicles from the Square before then - alternative parking is available at Tesco's or Brook End car park nearby. Trading is to cease at 1pm, with clearance of the pitch back to the condition in which they found it, by 2pm.
6. The fee will be £10 payable on the morning of the market day, for a standard size stand of approximately 8ft x 10ft area.

Information needed from anyone selling or handling food and/or drink at the Four Seasons Market, Potton.

1. Please state what foods or drink you intend to sell.

2. Please state which authority you are registered with. eg. Central Bedfordshire

3. Please tell me how you intend to implement safe and hygienic handling of the food and drink you will be selling. eg. Use of latex gloves, tongs, hand-washing facilities etc.

4. Please say how your food and/or drink will be stored during the Market. How will you maintain temperature control etc.

5. Any other information you feel to be relevant, including any questions you may have for us to answer.

Signed _____

Trading Name _____

7. No electricity will be supplied. Toilet and hand washing facilities will be available in the Clockhouse above the Library in the middle of the square.
8. Stallholders should conduct themselves in an orderly manner and not cause an obstruction to other stalls or public gangways.
9. In the interests of hygiene, stallholders are not permitted to smoke and should display a 'No Smoking' sign on their stall.

Re. Supply and sale of alcohol - the Licensing Act 1964 and all subsequent legislation to the like effect, and all legislation relating to the supply and sale of alcohol under Environmental Health and Trading Standards legislation, must be complied with at all times by the stall holder and all persons operating the stalls.

N.B. Any stallholders who plan to sell or give samples of anything alcoholic, must inform Jenny Ream (07789710304, 01767 260304, reamjenny@gmail.com), Fen Farm, Sutton, Sandy, Bedfordshire, SG19 2NQ) so that they will be covered on the 'Temporary Events Licence' held by a committee member.

I acknowledge receipt of this Policy and Operating Procedures form, of which I have a copy. I have read and agree to these terms and conditions.

Signed

Name (in print)

Trading Name

Address

.....

Telephone Number

Mobile (in use on the day)

Date email