



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 stall holders can attend each market.

1. Each stall holder must have Public Liability insurance cover for at least £2 million and Product Liability insurance to cover their activity at the market.
2. All stall holders must comply with the requirements of the Trading Standards Authority.
3. Any stall holder 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 complete and sign the accompanying form if this applies to you.
4. Each stall holder will display a name board and have their own name and contact details visible.
5. Stall holders should supply their own stall and ensure they are ready to commence trading at 9:00 am. It would be helpful if they could remove their vehicles from the Square before then – alternative parking is available in nearby Brook End car park. Trading is to cease at 1:00 pm, with clearance of the pitch back to the condition in which they found it, by 2:00 pm.
6. A £15 fee will be payable on the morning of the market day, for a standard size stand of approximately 3m x 3m area. There are two market pitches that have access to electricity which are £20 per pitch.
7. No electricity will be supplied. Toilet and hand washing facilities are available in the Public Toilets located in Brook End, just off the Market Square.
8. Stall holders should conduct themselves in an orderly manner and not cause an obstruction to other stalls or public gangways.
9. In the interests of hygiene, stall holders are not permitted to smoke and should display a 'No Smoking' sign on their stall.

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.

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

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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.)

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

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

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Signed
Trading Name.....

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.

NB: Any stall holders who plan to sell or give samples of anything alcoholic must obtain a "Temporary Events Notice" from Central Bedfordshire Council, <http://www.centralbedfordshire.gov.uk/business/licensing/alcohol/temporary-events-notice.aspx> and provide a copy to Pottton Town Council at The Community Centre, Brook End, Pottton SG19 2QS or by email to potttoncouncil@btconnect.com.

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.....

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..... Postcode

Telephone number

Mobile (in use on the day)

Date Email