

## CHARITY SPACE

### APPLICATION FOR USE OF CHARITY SPACE ON INDOOR MARKET

**ALL APPLICANTS MUST READ THE NOTES ATTACHED BEFORE COMPLETING THIS FORM**

<b>CHARITY</b>	Name of charity:  Address:  Registered charity number ( if applicable )  Name of charity representative applying:  Telephone No:
<b>DATES</b>	The space is available on <b>Fridays and Saturdays</b> , please state your preferred dates below. Each charity can have a maximum 1 Friday and 1 Saturday in any 2 month period.
	1
	2
	3
	4
	If your choice has special significance please specify.
<b>USE</b>	Please state exactly what you will be doing (see guidance below):
<b>ABOUT THE CHARITY</b>	What are the aims of the charity? (please enclose literature if preferred)
<b>DECLARATION</b>	<p><b>I hereby apply for the use of the charity space in accordance with the details I have submitted on this form. I have read and understood the conditions of use and agree to abide by them.</b></p> Signed  Position Held  Date

<b>FOR OFFICE USE ONLY</b>	Date Allocated
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### **About using the space**

**The space:** off Butchers Row, 1875 Market Hall between units 10 and 12 Butchers Row

**Available for:**

- a promotional space for local charities to use, free of charge, to promote their organisation and collect for their charity
- the markets service will provide table / 2 chairs / notice board for posters to be pinned to
- charities may bring a pop up stand or other freestanding display (approved by markets service) but cannot attach promotional displays to any surface other than the noticeboard provided

**Restrictions:**

- charity representatives must stay within a 2m radius of table and must not impede the pedestrian flow
- No 'chugging' – charities may take cash donations only
- Bookings will only be taken direct from charities, not via agencies

Where more than 1 application is received for any date, priority will be given to

- a) Charities who have not previously benefited from this opportunity, and then
- b) Local charities

**What can charities do?**

Collect for their charity (bucket / tin collections)  
 Promote their charity through literature / posters, etc.  
 Hand out promotional items

**Charities will need to provide:**

Suitable cover for the table which extends to the floor.  
 Collection vessel(s) which comply with legislation for collections  
 Proof of their Charitable Status (e.g. charity number and registered address) clearly visible to the public  
 Staff/volunteers must be clearly identified e.g. by T-shirts or name badges

### **Conditions of use**

Leeds City Council has made the following terms and conditions for the observance by charities using space on the indoor market.

1. The allocation of a particular space shall be for one day only and its site or size shall be at the discretion of the Markets Manager (or their duly authorised representative).

2. The space will be free of charge.
3. No stall or space shall be altered or extended without the consent of the Markets Service.
4. The charity must confine their goods and equipment to the stall or space authorised.
5. The cost of repairing or making good any damage caused by the charity, its employees or assistants to stall and fittings or other property shall be charged to the user or users.
6.
  - a) The conducting of auctions from the stall shall be prohibited.
  - b) The space must not be used so as to cause annoyance or inconvenience to other trader.
7. The charity shall not permit any music or sound to be reproduced by any mechanical or electrical means on any stall or space, except with the written consent of the Markets Service.
8. The charity shall remove all refuse and shall keep the space and the immediate surroundings thereof in a neat and tidy condition to the satisfaction of the Markets Service and shall at the end of the day leave same in such condition.
9. The charity shall comply with provisions of the Food Hygiene (Market Stall and Delivery Vehicles) Regulations 1966 and any subsequent provisions or enactment of a similar nature, in particular any regulations that may be made with regard to Markets.
10. The Council reserve the right to close or alter the layout of any Market or close and stop the sales from any stall or space at any time, without being liable for any loss sustained by the charity directly or indirectly if it is considered to be in the best interest of the Market or the general public.
11. All accidents, disputes, thefts, disorderly conduct, goods lost or found shall be reported to the Markets Service as soon as practicable.
12. Nothing contained in these conditions is to be taken to relieve or excuse the user or his assistants from any existing legal duty.
13.
  - a) The charity's representatives and all attending the market shall observe and comply with the instructions and requirements of the Markets Service in securing the proper management of the Market.
  - b) The Markets Service includes any person duly authorised to act as representative.
14. The charity shall indemnify the council from and against all claims, damage, loss, expenses and costs in respect of any explosion, fire, accident or injury to any persons or property which may have arisen as a result of or in connection with the occupation or use of any stalls or spaces.

## Notes for guidance

1. A Charity is an organisation or association registered under the Charities Act 1960 with a local branch or its headquarters in Leeds City Council area and in such cases the registered Charity Number must be disclosed in any application for a stall.
2. Applications will also be considered from groups or organisations not registered under the Charities Act 1960 such as political, sporting or community organisations.
3. All applications are considered on their merits and the decision of the Markets Service is final.
4. Four weeks notice must be given of your proposed date.
5. Please note that the Council has to be aware of its legal/moral obligations with regard to use. This may preclude certain uses but this will be discussed with you if necessary.
6. In order to ensure fair allocation it is necessary to be fully aware of the work of your organisation and to this end it would be helpful if you would indicate the following:
  - a) What benefits do the citizens and visitors to Leeds derive from your activities?
  - b) Please enclose any leaflets you may have which explain your aims.
7. Please state if you are a subsidiary of a larger organisation or if you have subsidiary organisations.

**Please complete this form fully in order to help us process it as quickly as possible.**

Please return your completed application form to the following address:

**MARKETS SERVICE  
34 GEORGE STREET  
LEEDS  
LS2 7HY**

**Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes.**

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**