

MARKET SERVICES

APPLICATION FOR CHARITY STALL

ALL APPLICANTS MUST READ THE NOTES ATTACHED BEFORE COMPLETING THIS FORM

ORGANISATION	Name: Address: Telephone No:
DATES	Which Market do you wish to attend, please insert location and preferred dates 1
	2
	3
	4
	If your choice has special significance please specify. Are there any dates you would not wish to be allocated. Please state the date you last used a Market Charity Stall.
USE	Please state exactly what you wish to sell on the stall.
AIMS	
DECLARATION	I hereby apply for the use of a Charity Stall 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. Signed Position Held Date
Data will be held in accordance with the Data Protection Act 1998. The data shall be held manually and electronically and used in conjunction with stall allocations at Markets operated by Leeds City Council	
FOR OFFICE USE ONLY	Date Allocated Stall Number

LEEDS CITY COUNCIL

CHARITY STALLS

TERMS AND CONDITIONS WITH RESPECT TO OPEN MARKETS

Leeds City Council has made the following Terms and Conditions for the observance by traders using stalls or spaces in Open Markets in the City.

1. The allocation of a particular stall(s) or space(s) 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. Any tolls or charges for the use of such stall(s) or space(s) shall be as determined by the Leeds City Council from time to time.
3. The distribution of leaflets shall be prohibited and no bills or notices shall be posted other than those identifying the charity.
4. No stall or space shall be altered or extended without the consent of the Markets Service.
5. The trader must confine his goods and equipment to the stall or space authorised.
6. The cost of repairing or making good any damage caused by the trader, his employees or assistants to stall and fittings or other property shall be charged to the user or users.
7.
 - a) The conducting of auctions from the stall shall be prohibited.
 - b) Stalls must not be used so as to cause annoyance or inconvenience to other traders.
8. The trader 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.
9. The trader shall remove all refuse and shall keep the stall or 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.
10.
 - a) All vehicles must be unloaded immediately and when emptied must be removed from the Market before commencing to serve customers.
 - b) Except in an emergency, no vehicle will be permitted on the markets for loading or unloading or other purposes until 4.30 p.m. unless special arrangements are made with the Markets Service. Vehicles must be loaded immediately and once this operation commences no serving of customers or other person will be allowed.
11.
 - a) No person shall interfere with or change the layout of any stalls without first obtaining the consent of the Markets Service.

- b) The driving of nails, screws etc. into stall boards or other fittings is strictly prohibited.
 - c) Stall boards shall not be placed on the ground or used for shopping or for any other purpose other than intended for displaying goods.
12. The trader 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.
13. 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 trader directly or indirectly if it is considered to be in the best interest of the Market or the general public.
14. All accidents, disputes, thefts, disorderly conduct, goods lost or found shall be reported to the Markets Service as soon as practicable.
15. Nothing contained in these conditions is to be taken to relieve or excuse the user or his assistants from any existing legal duty.
16. a) The traders 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.
17. Traders 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.

CHARITY STALLS

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. Six 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) Any grant or other sponsorship you receive from any official or semi-official source.
 - b) The percentage of income that is devoted to the beneficiaries of your organisation.
 - c) What benefits do the citizens and visitors to Leeds derive from your activities?
 - d) 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 AND ACCURATELY. ANY LACK OF INFORMATION MAY LEAD TO DELAY IN PROCESSING YOUR APPLICATION.

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.