

**Stallholder Terms and Conditions – Weekly lets, Eastgate Indoor Market**

Stalls are available for let in Eastgate Market on a weekly basis for a maximum period of three months.

To be considered for a stall in Eastgate Market the applicant will need to supply a copy of their public liability insurance and indicate in writing the number of the vacant stall they would like to trade from, their full name and address, trading name and a detailed and precise list of the products/services they will be providing/selling.

The charge for the use of the stall will be payable one week in advance every Saturday and payment must be given to the market officer on duty.

Stockrooms are available on request at an additional weekly charge.

At any time during the three month period the council may give a weeks notice to stallholders to vacate the stall. The stallholder may also vacate the stall by giving one weeks notice in writing to the Market Officer. On vacating the stall, the stallholder must leave it in a good condition.

The stallholder is allowed to decorate their stall to suit their requirements and to make alterations to the stall subject to approval by the Market Officer. The stallholder will be responsible for the costs incurred.

Each stall is subject to an individual risk assessment which must be completed and approved by the Market Officer.

Eastgate Market operates six days a week (Monday to Saturday) and the last three Sundays leading up to the Christmas period.

The stall must be open from 8.30am to 5.00pm and when Eastgate Market operates on a Sunday open from 10.00am-4.00pm. Opening late or shutting early is not acceptable unless there are unavoidable unforeseen circumstances or with the prior arrangement and approval of the Market Officer.

After closing at 5.00pm stallholders are required to have vacated the market by 6.00pm unless prior permission has been gained by the Market Officer.

The council cannot accept responsibility for stalls left unattended during market opening times. The stall must be made secure before the stallholder leaves at the end of the day.

The stallholder is not allowed to sell products/provide services that have not been agreed in writing with the Food, Licensing and Markets Manger or that are in direct competition with other stalls in Eastgate Market.

The council encourage diversity of trade as this is beneficial to both stallholders and the council and attracts more customers to Eastgate Indoor Market.

Parking permits are available on request from the Market Office for the rooftop car park above Eastgate Shopping Centre. Payment for this is on a monthly basis.