



ABINGDON TOWN COUNCIL

Nigel. E Warner, M.A. (Oxon)
Town Clerk
Telephone: (01235) 522642
Facsimile: (01235) 533112

The Old Abbey House,
Abbey Close,
Abingdon,
Oxon
OX14 3JD

Website: www.abingdon.gov.uk

Dear Sir/Madam,

Abingdon Market Place

Organisation:

Thank you for your request to make a booking for the Market Place. All bookings are subject to the following terms and conditions:

1. All users of the Market Place are required to have public liability insurance. If you are holding an event involving independent stalls, it is the organiser's responsibility to ensure that all stallholders have adequate and valid public liability insurance cover for their stalls.
2. Abingdon Town Council reserves the right to restrict the number of organisations holding stalls on the Market Place. Please be aware that you may be sharing the Market Place with another stallholder. All stallholders are asked to be considerate to other users of the Market Place
3. There may be days when the Market Place is booked for events and therefore not available for community use.
4. Pitches are available on a first-come, first-served basis.
5. All users are asked to make sure that their stalls and equipment are secure and safe and to consider all aspects of health and safety when using the Market Place.
6. All pathways on the Market Place must be kept clear.
7. Should you need a key to open the gate for vehicular access, you may obtain a key from Abingdon Information Centre with a returnable deposit of £20 (please see enclosed Access form). This key will be available from the Monday before your sale or event. The deposit must be in the form of a cheque made payable to 'Abingdon Town Council'. This cheque will be returned upon receipt of the key.

Keys should be returned by the Friday following the event. If a key is not returned by this date, the cheque will be banked in order to purchase a new key.

8. Vehicles are only allowed on the Market Place for unloading and loading, and should be parked elsewhere during the event.
9. Arrangements should be made for all litter to be cleared after your sale or event. Please ensure you do not use the public waste bins on the Market Place for any waste generated by your stall.
10. If you intend to collect money on the Market Place, please complete the enclosed the Street Collection Form.
11. The enclosed forms, together with a certificate of public liability insurance, must be returned to Abingdon Town Council as soon as possible and at least three weeks before your event to guarantee a pitch on the Market Place. Any booking request made without **all** accompanying paperwork will be returned to the applicant.

Once all the necessary forms have been received and approved, I will write to you to confirm your booking.

Yours sincerely,

Marianne Milburn
Market Place Coordinator

Email: Marianne.milburn@abingdon.gov.uk
Direct line: 01235 468343
Tuesday and Wednesday mornings

Market Place Booking Form

Surname of Applicant: (IN BLOCK CAPITALS)	
Other Names	
Address of Applicant:	
Email address:	
Telephone Number:	
Name of Organisation:	
Position within Organisation :	
Date of Market Place booking:	Date preferences:
Nature of proposed sale/activity/event:	1 st :
	2 nd :
	3 rd :
Approximately how many people will be involved in running the sale/activity/event on the Market Place at any one time? :	

Please ensure you have enclosed the following forms and tick the boxes accordingly:

Booking Form

Certificate of Public Liability Insurance

Form of Indemnity

Street Collection Application Form
(if required)

I agree to the Terms and Conditions 1- 11 as detailed in the covering letter:

Signed:

Date:

Access for Loading and Unloading

The gate to Abingdon Market Place is locked at all times to ensure that non-authorized vehicles do not enter the Market Place.

To allow Market Place event users vehicular entry to the Market Place to load and unload, a gate key must be obtained from the Town Council offices which are open for business Monday to Friday, 9am-5pm, and on Saturdays (June-September 10am-4pm, October-May 10am-3pm). A returnable deposit of £20 will be charged at the time of collection.

Please note that no vehicles should remain on the Market Place during events.

Name:	
Organisation:	
Address:	
Telephone number:	
Date of Market Place booking:	
Deposit paid: Please make cheques payable to 'Abingdon Town Council'	Key number:

Signature:

Date:

For use on return of key:

Received - refund of £20 deposit: Signature:

Date:

**USE OF ABINGDON MARKET PLACE AND
AREA UNDER THE COUNTY HALL**

Form of Indemnity

We,.....(name of organisation),
hereby indemnify Abingdon Town Council against any claim, actions, losses
or demands which may be made upon it, or which it may incur in respect of
injury (including fatal injury) to persons or damage to property (including
damage to Council property) arising from the use of Abingdon Market Place
or the area under the County Hall for a(activity/event)
on the(date).

Vehicles are permitted on the Market Place for unloading and loading ONLY
and must not remain on the Market Place during the event.

Signed:

On behalf of:
(organisation)

Address:

**VALE OF WHITE HORSE DISTRICT COUNCIL
POLICE, FACTORIES ETC. (MISCELLANEOUS PROVISIONS) ACT 1916
APPLICATION FOR GRANT OF PERMIT TO
PROMOTE STREET COLLECTION**

I HEREBY APPLY for a permit authorising me to promote the street collection of which particulars are given below:

SignedDate..... 20

PARTICULARS OF COLLECTION

1.	Surname of Applicant: (IN BLOCK LETTERS) Other Names:	
2.	Address of Applicant:	
	Telephone No.	
3.	For what purpose are the proceeds to be used? (Full particulars to be given)	
4.	Name of Organisation:	
5.	Where is the collection to take place? (Prior permission may be required from the local town council see notes)	
6.	Upon what date (s) is it proposed that the collection be made?	
7.	Is it proposed to collect money?	
8.	Is it proposed to collect other property? If so, of what nature? And is it proposed to sell such property or to give it away or to use it?	

9.	Approximately how many persons is it proposed to authorise to act as collectors in the area of the authority to which the application is addressed?	
10.	Is it proposed that remuneration should be paid out of the proceeds of the collection: (a) to collectors? (b) to other persons? If so, what rates and to whom?	(a) (b)
11.	Is application being made for licences for collections for the same purpose in other areas? If so, to what authorities? And approximately, how many persons in all is it proposed to authorise to act as collectors?	
12.	Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a permit or order under the Act, or had a permit or order revoked? If so, give particulars.	
13.	Is it proposed to promote this collection in conjunction with a house to house collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection.	
14.	If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act 1940, and give name of registration authority and date of registration or exemption.	

Please return completed application form to Abingdon Town Council for authorisation.

It will then be sent to:

Licensing Section, Vale of White Horse District Council, Abbey House, Abingdon, Oxon, OX14 3JE