



Abingdon-on-Thames Town Council Market Place Booking Form

(Charity / community hire)

Please complete the below form in FULL before returning via email to enquiries@abingdon.gov.uk or drop in to the Visitor and Information Centre – Abingdon-on-Thames Town Council, Roysse Court, Bridge Street, Abingdon-on-Thames, Oxon, OX14 3HU

The hire of Abingdon Market Place is based on 1 day's hire for a period of 9 hours 8am – 5pm.
Trading hours are from 10am – 4pm.

Additional Services: Electricity £20.00

Selling alcohol £12.75

If you are using any additional services, please tick the relevant boxes at the bottom of this form.

Proposed date of event	
Description of Event:	
Will Alcohol be on sale?	
Your details	
Full Name of Applicant: (IN BLOCK CAPITALS)	
Contact Telephone:	
Contact Email:	
If you are not the person responsible for the event on the day, please fill in the relevant person's details.	
Name	
Telephone	
Email	
Organisation details	
Name of Organisation	
Your position in the organisation	

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

Booking Form

Risk Assessment

Certificate of Public Liability Insurance

Form of Indemnity

Alcohol Licence (if required)

Street Licence (see 9)

Charges

Charity Community Event **No Fees**

Electricity £20.00

Selling Alcohol £12.75

Total Charges

£

Form of Indemnity

We, (Organisation HERE), 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 the Abingdon Market Place or the area under the County Hall for a (activity/event) on the(date).

Signed:

On behalf of (Organisation):

Date:

I agree to the Terms and Conditions (please view below):

Signed:

Date:

Abingdon Market Place- Terms and Conditions

All bookings are subject to the following terms and conditions:

1. All users of the Market Place are required to have public liability insurance for £10 million.

If you are holding an event involving independent stalls, you should ensure that all stallholders have adequate and valid public liability insurance.

2. Please note that the Market Place may be shared with other organisations. Stallholders are expected to respect other users, including the public. Abingdon-on-Thames Town Council may limit the number of stalls permitted.
3. The event organiser is responsible for health and safety. A full risk assessment must be completed and provided to the Council upon request. The Council may seek additional information about your event.
All electrical equipment must be PAT tested, and generators must be electric or diesel. Regularly check the site for hazards, and immediately replace any removed bollards. Stalls and equipment must be secure and safe.
Pathways must remain clear. Cables must be covered with rubber conduit on the ground or run overhead at a minimum height of 8' (240cm). Duct tape is not permitted. Council officers may conduct spot checks.
4. The key to open the gate for vehicular access, can be obtained from the town council with a returnable deposit of £20.00. This key will be available from the Monday before your event.

The deposit must be in the form of cash or a cheque made payable to 'Abingdon Town Council'. The cash or cheque will be returned upon return of the key.

Keys should be returned by the Wednesday following the event. If a key is not returned by this date, the deposit will be banked.

5. Vehicles are only allowed on the Market Place for unloading and loading and should be parked elsewhere during the event. This will be strictly enforced.
6. All litter must be cleared after your sale or event. Please do not use the public waste bins on the Market Place for any waste generated by your stall or event. If you are providing any catering facilities on the day, the stall must have its own waste bin. It is illegal to deposit trade waste in public waste bins.
7. If you intend to hold a charity / street collection you will require a licence from the Vale of White Horse District Council. Please see The Vale of White Horse District Council website [Homepage - Vale of White Horse District Council \(whitehorsedc.gov.uk\)](http://whitehorsedc.gov.uk) or the direct link to the relevant page on the website [Charity collections - Vale of White Horse District Council \(whitehorsedc.gov.uk\)](http://whitehorsedc.gov.uk)
8. **Applications to use the Market Place will not be considered without all the necessary documentation sent to the town council as listed on the application form.**
9. Advertising will not be prohibited on any street furniture, lamp posts or trees within the Market Place.
10. If you require access to the electrical sockets, keys to these sockets must be requested. There will be an additional charge of £20.00 (including VAT) to cover cost and maintenance of the electrical supply and power points. Please select this service on the booking form.

You will need to provide PAT (Portable Appliance Testing) test certificates for any electrical equipment which you plug in. These should be available for inspection at the time of the event.

11. The Market Place is licenced for the sale of alcohol and as such subject to licencing conditions. Should you wish to sell alcohol you will require written permission from the Town Clerk at enquiries@abingdon.gov.uk. There will be an additional charge of £12.25 (including VAT) to cover the cost of the ATC license fee.

If you wish to sell alcohol on the Market Place you should make your application as far ahead of the event as possible and in any event at least 21 days ahead of the event.

12. A 50% deposit is required a time of booking. The remaining balance will be required up to 1 month before your event. If your event is booked within 3 months of your event start date full payment will be required.

13. Charges are based on Market Place hire for up to 20 pitches based on a standard 10 x10ft pitch. There is no restriction on pitch size. Additional pitches will be charged at £12.00 per pitch – standard 10x10ft. A maximum of 30 pitches is permitted within the market place.

14. If your event will include the production and distribution of food, please contact The Vale of White Horse District Council as you will need a Food Hygiene Certificate.

The Vale of White Horse District Council contact details are as follows,

Telephone 01235 422422

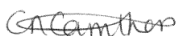
Email enquiries@whitehorsedc.gov.uk

Please also note information regarding Natasha’s Law – changes to food labelling which came into effect from October 2021. There is a link to further information and a guide on the Abingdon Town Council website – see link below.

<https://www.abingdon.gov.uk/community-services/help-your-event/booking-market-place>

Once all the necessary forms and fees have been received and approved, we will email you to confirm your booking.

Yours faithfully,



Cherie Carruthers – Town Clerk