

**Crawley Borough Council
Crawley Town Centre Market – Haslett Avenue West & The Broadway
Guidance Conditions for Stall Holders**

1.0 Definitions

1.01 In these terms and definitions the terms you or yours refers to the person or organisation that is applying for a pitch to trade from. These conditions apply to any and every trader in Crawley market.

2.0 Application

2.01 CBC will require a signed copy of the completed application form and conditions, a copy of your insurance certificate, a copy of a PAT and/or Corgi certification where necessary. For food related businesses a good hygiene certification and details of your registration with your local authority (if necessary). The papers must be submitted at least two weeks in advance of an intended start date.

3.0 Payment

3.01 Market fees are paid monthly in advance against CBC invoices. All fees must be paid to CBC before attending the market.

3.02 You must provide your own gazebos and stalls to attend the market and make arrangement to remove any litter from site. No litter shall be left on the market site.

4.0 Insurance

4.01 You are obliged to take out insurance to cover any hazard or loss which may occur at the Market. This must include public liability insurance of no less than £10,000,000. A copy of a valid insurance certificate must be available on request. Any trader without valid insurance cover will be immediately asked to leave the market.

5.0 Losses

5.01 You agree that Crawley Borough Council (CBC) or any of their designated representatives are not responsible or hold any liability for any financial losses: for loss or damage of your equipment, goods, takings or personal belongings: personal injury or representatives working for you of connected to you or for any members of the general public attending this market which are directly or indirectly incurred by you whatsoever.

6.0 On site

6.01 Crawley Borough Council and their designated representatives are solely responsible for the allocation of pitch sites.

6.02 Failure to attend the market regularly will undermine the development of the market. If you fail to attend regularly you will be asked to improve the regularity of your attendance immediately, if this is not possible or implemented you will have your temporary approval t

6.06 You are obliged to ensure the area immediately in front (and at the side) of your stall are kept clear for pedestrian access, tidy and free of rubbish.

6.07 You shall ensure that your designated pitch and the area surrounding it has been left tidy and in good order.

6.08 CBC reserves the right to cancel the market due to adverse weather conditions.

6.09 Trading may only take place under and from stalls. Additional space