



**Tavistock Town Council – *working for the local community***

**TAVISTOCK TOWN COUNCIL**

**TOWN HALL CONDITIONS FOR TRADERS**

1. Traders are required to trade with stock in situ until 4.00 p.m.
2. Traders are to vacate the Town Hall no later than one hour and fifteen minutes after the Hall closes.
3. All traders shall remove all their stock, fixtures and fittings from the Hall at the completion of the day's trading except at the discretion of the Town Hall Officers.
4. The Town Hall management will, as far as is reasonably practicable, ensure that regular traders are allocated the same stall/table on each trading day.
5. Bedford Square shall not be used for parking or unloading/loading of stock at anytime.
6. All refuse generated by traders to be placed in bins provided by the Council. No refuse is to be left at any time in the curtilage of the trader's stall. All recyclable refuse must be kept separated from normal waste.
7. No trader shall keep any live animal, including pets, at his/her stall/table without the permission of the Town Hall Officers.
8. All facilities in the Hall belonging to the Council for the use of the traders shall be used only for the purposes for which they are provided. The cost of repair occasioned by misuse or deliberate damage to the facilities by a trader will be charged to that trader.
9. All charges for the use of stalls/tables shall be fixed by the Town Council only.
10. Every trader shall accept full responsibility for, and indemnify the Council against all claims for personal injury, damage to property, nuisance and any other damage or expense by whomsoever the claim is made and from whatever cause arising out of or in connection with the use and occupation of the site allocated to him/her. Copies of Public Liability Insurance Certificates must be available for inspection by the Town Hall Officers at all times.
11. All traders shall comply with any reasonable instruction by the Town Hall Officers on all matters concerning the operation of the Hall. Should any trader be dissatisfied with that reasonable instruction, then written representation must be made to the Town Clerk in the first instance (with copies to the Trader Representatives) and, if dissatisfied with the Town Clerk's ruling, appeal in writing to the Council. Such appeals will be heard by the Town Hall and Pannier Market Sub-Committee as and when needed. Until such time as the trader is in receipt of a written decision concerning any appeal, the Town Clerk's decision will stand.
12. All fees/charges due shall be paid in full on demand to Tavistock Town Council via the Town Hall Officers, for which a receipt will be issued and retained for that day. One month in advance prior to the next Fayre.
13. Free use of any stall/table not hired on any trading day (spreading) shall be at the discretion of the Town Hall Officers.
14. The Trader may cancel a table booking by giving notice in writing. In the event that the Trader cancels a table booking, TTC reserves the right to impose cancellation charges as follows: cancellation within two weeks of the event = full loss of rent.

15. All traders must provide the Town Hall Officers with their names and addresses. This information shall be available on demand to anyone legally empowered to request such information.
16. The final decision on the management and the use of the Town Hall is vested in Tavistock Town Council. In the event of a dispute about the interpretation of these Conditions, Council's decision will be final.
17. These Conditions may be amended by the Council at any time.

***The signing of these Conditions is in acceptance and agreement of compliance in their entirety:***

Signed: .....:..... Date: .....

Trading Name: .....

Trader's Address: .....

Contact Number: .....



Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the website at [www.tavistock.gov.uk](http://www.tavistock.gov.uk) or telephone 01822 613529