

# Artisan Market

MAIDSTONE

## BOOKING FORM

<b>Name</b>	
<b>Address inc. postcode</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Trade (do you require a table or will you have your own stand?)</b>	
<b>Description of stand and what products / services you are selling?</b>	
<b>Do you require power? (please state yes or no)</b>	
<b>Which date would you like to like to book? (Markets will take place on the first Saturday of each month - starting 4 September)</b>	
<b>Licence</b>	Please ensure that all licenses which need to be obtained are in place and that copies are supplied with this application
<b>Food</b>	If you are selling food you must provide a copy of your Health and Hygiene certificate
<b>Insurance</b>	Please give details of Public Liability Insurance and include a copy of your current Insurance Certificate.

### DECLARATION

I confirm that:

- I will trade in accordance with the terms and conditions
- The stand will be restricted to the dates submitted including set up and clearing.
- Any damage to the venue however caused will be chargeable.
- The area will be cleared of all materials and left in a clean and tidy condition.
- Any conditions requested will be adhered to.

Please complete this form and return it to [james@mbmco.agency](mailto:james@mbmco.agency)

**Signature**

**Date**

I confirm that I am authorised to sign this application on behalf of the named organisation

### TERMS AND CONDITIONS

#### ACCEPTANCE OF BOOKING

All bookings are subject to approval of the events team. Please complete this form and email it to [james@mbmco.agency](mailto:james@mbmco.agency)

#### FIRE POLICY

All stallholders must comply with the Royal Star Arcade's fire policy and you will be made aware of this separate to this document

#### CANCELLATION OF BOOKING

There are no refunds available for cancelled booked stalls and your space will be resold.

#### INSURANCE

Stall holders to provide proof of public liability insurance prior to the event when submitting your application form for booking. You must have the relevant permissions to trade and sell your products / services

#### LITTER/WASTE

Stallholders are responsible for removing all waste/litter from site at the end of the event- please be responsible and recycle where possible, thank you.

#### INFORMATION

Stall holders will be allocated an arrival time to set up and break down. Any electrical appliances which are used

as part of the hirers stand have to display an in date pat test sticker and also a copy of the certificate awarded by the person carrying out the electrical test must be shown prior to the event. Any equipment found not to carry a sticker will be removed from site.