

LE MARCHÉ
Heathfield 2024

Book a stall or a space at Le Marché, Heathfield on Bank Holiday Monday 26th August 2024
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IMPORTANT INFORMATION FOR APPLICANTS

The market is open to the public between 10 am and 4 pm.

Stall allocation is on a first come first served basis. In the event of over-subscription payment will be refunded. **Build on previous years success!**

Avoid disappointment secure a place by completing and returning your application form as soon as possible – **no later than 31st July 2024** - together with a payment to:

Roger Clark, Trade Stall Coordinator, Le Marché,
Jolan, Cross-in-Hand Road, Heathfield, East Sussex TN21 0UT
Telephone 01435 661121 Email: rogercclark50@gmail.com

Insurance: All stallholders must have Product and Public Liability Insurance and must abide by Environmental Health, Trading Standards and any other relevant regulations.

Stallholders selling food, please confirm your Food Hygiene Rating and **provide a copy of the document**. This must be a minimum rating of 3.

If selling alcohol, you do not need a TEN licence, but you must: -

- display a notice that it is unlawful for persons under 18 to purchase alcohol.
- operate a Challenge 25 proof of age scheme.

All electrical equipment must have been tested for electrical safety by a competent person within the last 12 months and be clearly marked with the test results. Traders will not be permitted to connect any equipment that is either deemed unsuitable or does not carry a recent PAT (Portable Appliance Test) certificate or sticker.

Caterers must ensure any gas appliances or generators are properly certified.

Bookings and payment (cheque or by BACS to Le Marche 601030 account 73162248), Please note that payment is required to secure a booking.

An email will be sent shortly before 26th August with your STALL NUMBER and LOCATION and information concerning parking.

Stallholders are responsible for their own stall decoration and weather protection. We regret that any trader arriving after 9.00am will not gain access to the market.

All vehicles must be removed from the site by 9.00am

Traders need to complete setting up by 9.30am

REFUNDS: Refunds for cancellation will not be considered after 31st July 2024

STALL APPLICATION FORM

Producer details

Producer/Business Name:

.....

Address:

..... Post code:

Contact name:

Email: Mobile:

Type of produce/craft

.....

Please choose your requirements by ticking items below:

nb: *If you wish to pay for a covered stall, you must say so, otherwise you are simply booking an empty space.*

Area of the space and other requirements

	Number	Cost
Own gazebo or similar in a space 3m wide x 3m deep	[]	£80*
Covered stall with counter, erected for you in advance (2.4m wide x 2.4m deep)	[]	£90
Charities and NFP organisations	[]	£60

*If you would like a frontage wider than 3 metres then the cost increases in increments of £25 per metre. Thus a space 6m wide x 3m deep would cost £155.

NB We are a completely voluntary organisation, which does not seek to make a profit. We respectfully make the following request. If you know that you will use up more space than the stall frontage you have paid for this is unfair on others. So, if you actually need 4metres and not 3 you should pay £105 and not £80.

NNB Most stall holders will be putting up their stalls on a slight slope and should allow for this in their planning. A site visit prior to the day is recommended for newcomers.

If you would like to be in the same place as last year, please indicate here: []
BUT we cannot guarantee the same position.

My details may be used to publicise Le Marché. [.]

The organisers cannot guarantee that special requirements will be met, unless they are booked in advance.

I have Product and Liability Insurance, Hygiene certificate, **(Please attach copies!!!!!!!!!!!!)**

And I will bring gas/electrical appliance documentation as noted above.

I have paid by BACS to Le Marche 601030 account 73162248 or attach my cheque for £.....

Signed

Name (**print**) Date

Please complete and return this form.

please enclose copy of your certificates and return promptly to:

Roger Clark, Trade Stall Coordinator, Le Marché, Jolan, Cross-in-Hand Road, Heathfield,
East Sussex TN21 0UT