

LICHFIELD CITY COUNCIL

Market Square Booking Form

Ref: _____

Conf: _____

Paid Deposit: _____

Name and Address of Hirer
(to whom all accounts and
correspondence will be sent)

1 Name of Organisation: _____

2 Nature of Booking: _____

3 Contact Telephone No Day: _____ Mobile: _____

4 Email address: _____

5 **PLEASE NOTE BOOKING CONDITIONS AND MARKET SQUARE RENTAL CHARGES ON REVERSE**

REQUIREMENTS	Please tick ✓	DATE(S) & TIMES REQUIRED
LICHFIELD MARKET SQUARE - (Postcode WS13 6LG) <i>Available on Mondays, Wednesdays, Thursdays (except the 1st Thursday of the month) and Sundays only</i>	<input type="checkbox"/>	
ELECTRICITY <i>NB: Use of electricity will incur an extra fee of £10.00 per day. (connection to the electricity supply is via a round blue 16 amp plug, not a 3 pin plug)</i>	<input type="checkbox"/>	
KITCHEN & TOILET FACILITIES <i>NB: A £50.00 breakages deposit is required – please see reverse for details</i>	<input type="checkbox"/>	
PLEASE STATE WHAT YOU WILL BE PROMOTING, SELLING OR DISPLAYING	<input type="checkbox"/>	
PLEASE PROVIDE SIZE OF DISPLAY <i>(please supply photographs, if possible, to support your application)</i>	<input type="checkbox"/>	
POSSESSION OF PUBLIC LIABILITY INSURANCE FOR A MINIMUM OF £5,000,000 IS ESSENTIAL		
NB: Proof of Public Liability Insurance is required – a copy of your certificate of Insurance must be enclosed with this application		

I hereby apply to hire the Lichfield Market Square, details of which are given above. I agree to pay the charges in advance in accordance with the Council's scale, and I accept the Council's Conditions of Letting as printed overleaf.

Signed _____

Date _____

THIS COMPLETED FORM SHOULD BE SIGNED AND RETURNED WITHIN 7 DAYS OF RECEIPT TO: The Markets Officer, Lichfield City Council, Donegal House, Bore Street, Lichfield, Staffs WS13 6LU. Telephone 01543 309853 email: rachel.clive@lichfield.gov.uk

NB: This form is an application for hire only: Confirmation of booking will be forwarded to you in due course.

We will hold your details on file and where necessary reserve the right to disclose these to Environmental Health & Trading Standards or other statutory agencies. On occasions we are asked to pass on details to other interested parties, if you do not agree to this please tick the box provided.

OFFICE USE ONLY

Jan _____ Feb _____ March _____ April _____ May _____ June _____
July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____

Invoice reference: _____ Code: _____

CONDITIONS OF LETTING

- 1 All hire charges must be paid in full at least one week in advance of the booking, unless the Council has agreed alternative payment arrangements in writing. Failure to make payments by the due date will result in cancellation of the booking forthwith.
- 2 **Proof of Public Liability Insurance for a minimum of £5,000,000 is required and a copy of your certificate of Insurance must be enclosed with this application.**
- 3 Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - (a) less than 14 days' notice: 25% of hire charge, whichever is greater.
 - (b) less than 7 days' notice: full hire charge of booking.
- 4 The Council reserves the right to refuse any application or, in exceptional circumstances, to cancel any booking should the Market Square be required for a specific occasion, in which event only the fees paid will be refunded.
- 5 Access onto the Market Square is unrestricted but City Centre Pedestrianisation rules apply in and around this area.
- 6 In accordance with the Town and Country Planning (Control of Advertisement) Regulations 1969, fly-posting of events to be held on the Market Square is not permitted. Advertisements, posters, placards are not to be displayed on any part of the Market Square without the express consent of the Council. Failure to observe this condition will result in the immediate cancellation of the booking.
- 7 The hirer shall pay for all damage sustained during the booking period to any area of the Market Square, on-site commodities including street furniture, fixings, kitchen and toilet facilities and any Council property therein (such damage to be assessed by the Town Clerk whose decision thereon shall be final). The hirer shall leave all of the above mentioned in as clean a condition and good order as they were at the time of arrival.
- 8 Your booking of the kitchen and toilet facilities requires a breakages deposit of £50.00 (as a separate payment) which will be returned to you after your booking (less deduction of any breakages incurred). **Please ensure that the facilities are left in a clean and tidy condition.**
- 9 The Council will not in any circumstances be responsible for any damage, injury to, or loss of goods or property brought to the Market Square for exhibition, sale or other purpose, or for goods or property left by the hirer or persons attending any booking therein, or for damage or injury to the person of the hirer or any persons being in or about the Market Square whilst in the use of the hirer, and the hirer shall, and by acceptance of these conditions thereby does, indemnify the Council against any claims which may be made upon them in respect thereof.
- 10 The Market Square is in a pedestrianised zone so please ensure that all vehicles involved with the booking are unloaded on the Market Square (and not on the surrounding roads) before being removed to the City Centre car parks.
- 11 The Market Square is licensed for the sale of alcohol and the provision of regulated entertainment. If you intend to sell alcohol please contact the Markets' Officer as it is a requirement that the hirer completes and returns a 'Traders' Licence Agreement' before the date of the booking.
- 12 Market stalls will be erected on Market Square on Thursdays from 4.30pm (except for the first Thursday of the month when they will be erected on the Wednesday evening).
- 13 Litter clearance is not included in the booking fee. It is the hirer's responsibility to remove all litter and rubbish before leaving the Market Square. On site skips are not for this purpose, they are solely for traders' use on market days.
- 14 **Smoking is not permitted within the kitchen and toilet facilities.**

GENERAL SAFETY

- 15 The hirer shall appoint a competent person to be in charge throughout the duration of the booking and be, where necessary, assisted by a sufficient staff of competent attendants who shall be specially instructed as to their duties in the event of an emergency. ANY INSTRUCTION GIVEN BY THE COUNCIL REGARDING THE SAFETY OF THE PUBLIC SHALL BE PUT INTO IMMEDIATE EFFECT.
- 16 Authorised Officers of the Council and on duty Police and Fire Officers shall be allowed access to all areas of the Market Square at all times.
- 17 All electrical appliances used on-site are to be PAT tested and hold a current certificate. The City Council is to be notified as to the type of appliances to be used on-site.
- 18 No flammable substances shall be used on the Market Square without the Council's prior written consent.
- 19 Hirers may need to provide a risk assessment depending on the nature of their booking.

MARKET SQUARE RENTAL CHARGES

	Please tick <input checked="" type="checkbox"/>	
Private/Commercial organisations selling or promoting (exclusive use)		£150 per day
Private/Commercial organisations selling or promoting (for up to half the Market Square)		£120 per day
Private/Commercial organisations promoting public service based activities		£50 per day
Voluntary/Charitable organisations for fundraising events		£10 per day