

UP MARKET SUNDAYS

www.kirklees.gov.uk/upmarket

Name of main contact

Name of company or organisation

Contact address

..... Postcode

Telephone Mobile

Email address Website

Twitter Facebook

Date of birth Nat Ins Number

Do you have the right to work in this country? YES / NO

Kirklees Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

By submitting this form I confirm that all details are correct and that I will notify Kirklees Markets in writing within 14 days of any changes to this information.

I understand that by falsifying any details any application and any subsequent agreement will be invalid

I accept the following terms and conditions:

- Trade only within your allocated space and not encroach outside the space
- Have own insurance liability for damage / theft of your own equipment
- Follow any instructions issued by the Markets Manager or their representative
- Only sell goods and services as agreed on this application form
- Remove all rubbish to the designated areas
- Trading times must be adhered to and are 10.00am until 4.00pm
- Not sell any goods or services that contravene the Council's policies
- Rents will be invoiced and must be paid in advance of each market
- Non payment will lead to the cancellation of the stall reservation
- No refunds for absence
- Cancellation of your booking must be made in writing with two weeks notice. No further charges will then be made.

Public Liability Insurance

- I enclose a copy of my current public liability insurance minimum of £5 million
- I do not have public liability insurance and require daily cover from Kirklees Council at £5 per day

Data Protection Act 1998

The information provided by you on this form will be held by the Markets Department in order to process your application and to keep you informed of events.

Please indicate the products you will be selling by ticking the category box and providing full details below:

- | | | | | | | | |
|------------|--------------------------|-----------------|--------------------------|----------|--------------------------|----------------------------|--------------------------|
| Food | <input type="checkbox"/> | Household | <input type="checkbox"/> | Clothing | <input type="checkbox"/> | Gardening / DIY | <input type="checkbox"/> |
| Handicraft | <input type="checkbox"/> | Vintage / Retro | <input type="checkbox"/> | Antiques | <input type="checkbox"/> | Collectibles / Memorabilia | <input type="checkbox"/> |
| Jewellery | <input type="checkbox"/> | Art & crafts | <input type="checkbox"/> | Toys | <input type="checkbox"/> | Books / records / games | <input type="checkbox"/> |
| Toiletries | <input type="checkbox"/> | Other | <input type="checkbox"/> | | | | |

Please provide a full description of the goods you wish to sell, indicating if they are new, secondhand and handmade where appropriate. Please provide as much detail as possible and please note you may be asked to remove any items from your stall that are not included in this list. Applications for stalls selling multiple products lines may not be accepted

.....

.....

.....

.....

.....

.....

Total number of stalls required at £20 per stall per market (there is no discount for multiple stalls)

I would like to attend on the following dates:

- 2013: 14 July 11 August 8 September 13 October 10 November 8 December
- 2014: 12 January 9 February 9 March

I will require access to power at £1.50 per day YES NO

Details:.....

.....

Total stall rent at £20 per stall per day £.....

Insurance at £5 per day £.....

Electric at £1.50 per stall per day £.....

Total monthly invoice £.....

I understand that I will be invoiced monthly on or around the 13th day and must pay prior to the market date and before the due date on the invoice. No payment will be accepted on the day and non payment will lead to cancellation of your booking.

If you are applying to sell food, please enclose a copy of your star rating certificate from your local Environmental Health office. Please note we do not accept application from producers with less than 3 stars.'

Name (print)Signed.....Date.....

Applications must be received two weeks prior to the first event date.

Please return your form to Kirklees Council, Queensgate Market, Princess Alexandra Walk, Huddersfield, HD1 2UJ Email to **markets@kirklees.gov.uk** Enquiries: **01484 223730**