

Mold Christmas Market

Sunday 01st December 2019 (open to the public from 11am to 6pm)

Your Name	
Business Name	
Address	
Contact Number	
Email Address	
List social media links for your business	
Please list all items that you intend to sell at the market. (please provide as much detail as possible) (All stalls wishing to sell alcohol MUST have an appropriate license)	
Insurance company Name	
Policy Number	
Expiry Date	
How long does it take for you to unload your vehicle?	
How long does it take you to set up your stall?	
Pitch	All pitches available are 3m x 3m. Bigger pitches may be available but we have a limited amount so this will need to be agreed beforehand. Do not just assume that a bigger pitch is available. We do not provide a gazebo. Please note that you are responsible for ensuring that your gazebo is secured correctly. Please prepare your stall for the typical weather of December!
Pitch Fee	£10.00 up to 10ft, £20.00 over 10ft
Teenage Market: Are you taking advantage of our Teenage Market License? If 'yes', please provide date of birth (limited number of gazebos available)	Date of Birth:
Please attach the following documents	Public Liability Details Food Hygiene certificate if you are selling food Risk Assessment

Declaration

I have included all the relevant documents and have read and agreed to the rules and regulations set out below.

Signature.....Date.....

## Rules and Regulations

All cover, stalls and equipment need to be provided by you. The outdoor site is open air and on hard standing. It can get very windy and as the event is in December please prepare for the worst weather. Water filled weights may not be adequate.

There will be a two shift system on the day commencing as follows:

- 7.00am Permanent traders
- 9.00am All other traders

For traders on the 9.00am shift system, please arrive before this time as setting up will need to be prompt and efficient. Your starting point will be the top of the high street and Market officers will then guide you to your pitch for the day.

Vehicles should be unloaded as quickly as possible. We will try to get you as close to your pitch as possible to unload. For those who may need to walk a short distance help will be provided.

Vehicles will NOT be left next to stalls for health and safety reasons. There are several car parks around Mold some of these are up to 5 minutes' walk away. Parking is provided free in the town on Sundays.

You are responsible for the removal of ALL waste from the site including cardboard boxes.

If for whatever reason you cannot attend the market please advise us as soon as possible.

You are responsible for your pitch/stall.

You must abide by these rules and regulations at all times. No exceptions will be made.

## Stall Information

The Mold Christmas Market is located in and around the High Street, Daniel Owen Square and Daniel Owen Centre. The Daniel Owen Centre is open to traders that would like to trade indoors. All other areas are outdoor trading. Please tick the box below if you would like a pitch indoors as limited space is available. Tables can be provided on the day.

Yes, I would like to trade indoors (please tick)

## Application Forms and Payment

All forms and payment should be returned by Saturday 9<sup>th</sup> November.

Forms can be returned in the following ways:

- Post or in person to: Flintshire Markets, Town Hall, Earl Road, Mold, Flintshire, CH7 1AB
- Email to [peter.hayes@flintshire.gov.uk](mailto:peter.hayes@flintshire.gov.uk)

Payments can be made in the following ways:

- Cheque – made payable to Flintshire County Council
- Cash
- Card

## Market Office Information

Contact Telephone Number: 07919 166279

Opening Hours:

Mon-Closed

Sunday-Closed

Tuesday to Saturday - 8am to 5pm

## Your data

Your data will be processed by Flintshire County Council only for the specific purpose of processing your application form. The processing of your personal data is necessary in order for the council to perform a task in the public interest. We will use photos/videos for promotional use.

Flintshire County Council will retain your data for 12 months after the expiry of your licence. If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>

Please tick the box if you do not wish to be contacted by Flintshire County Council in the future.