

# WELLS CITY COUNCIL

## How to book the charity stall, Wells Saturday Market

(Effective for markets from 1<sup>st</sup> June 2018)

Wells City Council makes available a Charity Stall at the weekly Saturday Market in partnership with Mendip District Council. The stall must be booked in advance. There is currently no charge for the stall.

### Booking

To book the charity stall contact Wells Town Hall Reception

Monday - Friday 9am – 4pm. Telephone: 01749 673091 [reception@wells.gov.uk](mailto:reception@wells.gov.uk)

At the time of booking you must provide:

- 1) Headed letter paper or similar documentation of the charity or organisation that you are raising money for, the charity number must be clearly displayed. A copy will be kept in our files.
- 2) A copy of Public Liability Insurance cover for the stall; this is usually available free of charge through your charity.
- 3) A copy of Food Hygiene certification if applicable: You must inform us if you intend to sell food products as these may be subject to the food hygiene regulations enforceable throughout the market by law.

The stall can be booked for one session at a time only; block bookings are not accepted.

### On the day

1. You are required to display a notice on the stall showing clearly:
  - the name and address of the charity
  - the Charity Registration Number
  - the Public Liability insurance cover

The Market Manager or the Town Hall Manager may require evidence, on the day, that you are collecting for a bona-fide charity and that you have PL insurance cover, and a Food Hygiene Certificate where applicable.

2. You should arrive between 8am - 8.30am.  
You should bring with you a table, an umbrella or gazebo in case of rain, and any other specific equipment advised by the Town Hall Manager.  
After you have set up you must remove your vehicle and park it elsewhere.

*Please note:*

*i. Whilst all possible assistance will be given, the Town Hall Manager has absolute discretion as to where the charity stall is located and is under no obligation to provide equipment of any kind.*

*ii. The Town Hall Manager has absolute discretion on use of the Charity Stall; his decision is final at all times.*

*F White, Town Clerk, April 2018*