Please note: this is an application form for the **CIVIC CENTRE** market, held inside Warminster Civic Centre on the same days and times as the outdoor town centre market. **If you are looking for an application form for the town centre market, organised by the Warminster Business Network, please email** **thewarminsterindependent@gmail.com****.**

**Contact Details**

Contact name:

Company name:

Who will represent your company/stall?:

Address and postcode:

Contact number(s):

Email address:

**Choose a category that most suits your products (*maximum 3*)** – circle/delete as appropriate

Art Books/Games Candles/Wax Melts Charity Clothing

Craft Decorations Food/Drink Jewellery/Accessories

Knitwear/Crochet Skincare/Soap Other

If ‘other’, please specify:

Short description of stall product (this will be used on social media promotional material):

**Social Media**

Facebook page:

Instagram page:

Website link:

Other link:

**Choose which markets you are interested in attending** – Circle/delete as appropriate

*Please note, this is an application form only and does not confirm your attendance or guarantee you a pitch)*

Spring Market: Sunday 23rd March 2025 Summer Market: Sunday 29th June 2025

Autumn Market: Sunday 31st August 2025 Christmas Market: Saturday 29th November 2025

**Do you require a table?** Circle/delete as appropriate

*8-foot pitches provided inside Warminster Civic Centre*

Yes: 8-foot table (no space for stands/rails)

Yes: 6-foot table (2 foot space for stands/rails, only 10 tables available)

No: I’ll bring my own (please note pitch size above)

**Do you require an electric point?** Circle/delete as appropriate: Yes No

*Limited availability, not guaranteed*

**Terms and Conditions:**

1.            This form is an *application form only and does not guarantee you a pitch at any of the* ***Warminster Civic Centre Markets***.

2.            All markets are 10am to 4:30pm, however, this may be subject to change. You will be notified if the times of the markets change. Access to the Civic Centre is from 8am. We ask you do not pack up before the end of the market.

3.            Bookings

Bookings will be confirmed between 8 to 10 weeks before the event.

You will receive an email/phone call confirming if you have been successful.

You must confirm your attendance by email or phone call at least one week after your pitch confirmation (subject to emergencies/holidays).

Preferred contact (circle/delete as appropriate): Email Phone

Circle/delete as appropriate:

I will be available for the above booking contact dates

I will be unavailable for the above booking contact dates

As I am unavailable, please contact me after these dates:

4.            Payments

**Each stallholder pitch at each market at WARMINSTER CIVIC CENTRE is £40.00.**

Spring Market: before 3pm on Friday 7th February 2025.

Summer Market: before 3pm on Friday 16th May 2025.

Autumn Market: before 3pm Friday 18th July 2025.

Christmas Market: before 3pm on Friday 3rd October 2025.

*In the case of no payment or late payment, your pitch space will be subject to the Warminster Civic Centre Manager’s discretion.*

5.            Cancellations

42+ days’ notice: no fee incurred.

22 – 41 days’ notice: 50% refund / 50% payment required.

0 – 21 days’ notice: No refund issued / full payment required.

6.            Documentation

* A copy of your Public Liability Insurance document will be required to go ahead with the booking. This must be kept up to date throughout the year and a copy must be emailed/given to Warminster Civic Centre if updated.
* Each market requires an event-specific risk assessment; this is required at least 4 weeks before each event.

7.            All enquiries must go through the Warminster Civic Centre Manager.

Email: civiccentre@warminster-tc.gov.uk / phone: 01985 214847 (option 2).

Name:

Date:

Signature:

(*If using a digital form, i.e. Word document or email, type your initials + “digital signature”*)