****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, please email** **events@warminster-tc.gov.uk**

**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:

**Stall Details** – please give a description of the product(s) you intend to sell on your stall. Include as much detail as possible.

**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*

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.            Applications/Confirmation

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

Applications will be confirmed a minimum of 8 weeks before the event. You will receive an email confirming if you have been successful via the email provided. All applications will be reviewed and decisions made based on the suitability of the stall to the event and ensuring there is a balance of the items on offer.

If you have been unsuccessful, you will automatically be added to the waiting list and will be contacted if/when there is a cancellation.

2. Timings

All markets are 10am to 4pm, however, this may be subject to change. You will be notified if the times of the markets change. Generally, access to the Civic Centre is from 8am and your pitch should be set up and ready by 9:45am. We ask you do not pack up before the end of the market.

3. Payments

**Do not send payment with your application form.**

If you are notified you have been successful, you will receive a confirmation of booking email to the email address you have provided. **Payment and required documentation (see below) are required within 14 days of the confirmation of booking email.**

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

*In the case of no payment or late payment, your pitch space may be reallocated at the Warminster Civic Centre Manager’s discretion. You will be notified if this happens.*

4. Cancellations

Your pitch fee is non-refundable. If you are unable to attend a market you have paid for, please notify us at least 7 days before the event.

Should any of the markets be cancelled due to circumstances beyond our control, a full refund will be given. You will be notified of the cancellation via the email address you have provided.

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. A risk assessment example and template can be provided upon request, or complete the form below.

7. Data Protection

Your data will be handled in accordance with Warminster Town Council’s data protection policy. Your information will be held for the purposes of contacting you about the event.

8. Liability

Warminster Town Council and Civic Centre will not be held responsible for any expenditure loss or damage incurred to stallholders prior to during or after the event. In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the stall holders due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, Warminster Town Council will not be liable for any costs incurred to stallholders, nor held responsible for any expenditure, loss, damage or liability sustained or incurred by the stallholders and as such stallholders will need to ensure their insurance covers such eventuality.

9. Conduct

Stallholders should conduct themselves and their business in an appropriate and responsible manner that befits the event and are responsible for the conduct of anyone assisting them on their stall. Cooperation is expected from stallholders in response to directions or instructions by the event organisers, officials or stewards that relate to their stall, vehicle, safety and security messaging. Stallholders are expected to cooperate with Warminster Town Council and Civic Centre in allowing staff to carry out all necessary duties associated with the running of the event and includes compliance with any reasonable requests such as those for documentation of insurance or a risk assessment.

10. Enquiries

All enquiries for the Warminster Civic Centre Seasonal Markets must go through the Warminster Civic Centre Manager. Email: civiccentre@warminster-tc.gov.uk / phone: 01985 214847 (option 2).

11. Sign-Off

I, the stallholder, confirm by signing below that I have read and understood the terms and conditions as set out above and agree to adhere to them.

**Name:**

**Date:**

**Signature:**

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

**Risk Assessment**

A market stall/pitch is considered a workplace and is therefore subject to health and safety legislation. As the stallholder, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to provide this may result in delays or, in some cases, the closure of your stall.

This template is intended for simple stall setups that do not require structural approval from the event organiser. Before completing the form and for more information on managing risk, visit: [www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

**Company Name:**

**Completed By:**

**Event Name:**

**Event Date:**

|  |  |
| --- | --- |
| **Responsibilities** | **Yes or No** |
| Manual handling, including lifting or moving boxes, bags, or products, during setup or pack-down. (This refers to any physical movement that could cause harm and doesn’t necessarily involve heavy machinery/equipment.) |  |
| Display of sharp objects |  |
| Demonstrations of any kind i.e. therapies, massaging |  |
| Using any electrical equipment or fittings |  |
| Storage of boxes, bags etc |  |
| Cash/card payments |  |

 **Please fill in a section below for each box you have indicated “yes” to in the table above to form your own risk assessment. You may wish to add your own risk, if it is not listed above.***The first risk is an example of how to complete your own risk assessment.*

|  |  |  |
| --- | --- | --- |
| **Risk** | **Who could be harmed and how?** | **Control measures in place** |
| *Storage of boxes, bags etc* | *Staff and public – could cause a slip, trip, or fall* | *Ensure all items are stored under table and not in walkways. Be aware of any hazards that may arise from other traders especially when loading/unloading stall.* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

By signing below, I confirm that this risk assessment has been completed to the best of my/our knowledge and will be reviewed regularly to ensure the safety of all participants, traders, and members of the public attending the market event.

**Name:**

**Date:**

**Signature:**

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