



Application for hire of charity stall

1. Organisation details

Name of organisation

Contact name

Contact address

Home telephone number(s)

Email address

Charity number

2. Objects of the charity

3. Date booking(s) required

TERMS AND CONDITIONS

1. Your organisation must provide a sign to be displayed on the stall telling the general public who you are, and the nature of your fund-raising activity.
2. Due to difficulties associated with P.A.T. testing, the sale of any new or second-hand electrical equipment of any description is prohibited.
3. No second-hand clothing shall be offered for sale.
4. The use of collection boxes, raffles or a tombola on the charity stall is not allowed without the prior permission of the Council's Licensing Office (0344 980 3333).
5. Cakes and pastries etc. must be pre-wrapped before being brought to the stall.
6. Preserves and pickles etc must be packed in accordance with current guidelines. Please contact your local Environmental Health Officer for guidance.

7. All goods, whether for sale or not, must be confined within the area of the stall.
8. Please see that the stall and surrounding area is left clean and free from refuse and litter before you leave at the end of the day. Please note traffic restrictions governing Gentleman's Walk and Brigg Street. Current delivery times permit access to the stall only before 10am and after 5pm.
9. The City Council reserves the right to review the rent at any time, and implement any increases accordingly.
10. The stalls can be used for raising awareness and campaigning of a non-political nature provided such activity is within charitable objects and does not include the promotion of objects which contradict the statutory and community responsibilities of the City Council, including (but not limited to) its equality duties.

The fee for the stall is £15 per day to be paid before use of the stall.

Finally, please note that consent to allow the use of the stall is at the discretion of the Council, based on compliance with the conditions and principles set out above.

Breach of these may lead to termination of the consent at any time and/or refusal to give further consent to use the stall.

DECLARATION

If permission is granted, I hereby agree to comply with the terms and conditions set out in this form.

I have read and understood these conditions and agree to be bound by them.

Signed _____

Date _____

Position in organisation _____

Please send this completed form to:

Norwich City Council
Markets
City Hall
St Peters Street
Norwich
NR2 1NH