

## **CAMBRIDGE CITY COUNCIL - TERMS AND CONDITIONS**

### **ALL SAINTS GARDEN ART AND CRAFT MARKET**

The All Saints Garden Art and Craft Market ("ASG") is run by Cambridge City Council and has been part of the Cambridge scene for over thirty years. It provides the opportunity for local artists and crafts people to exhibit in a delightful open-air setting just opposite Trinity College.

This friendly market, with the motto "We Make What We Sell" provides a very special opportunity to meet the artists and makers, discuss their work, and to buy unique products from the maker. To ensure that the character of this market is maintained only genuine Artists and Makers are permitted to trade. The market has 33 pitches and all goods are original and not mass produced.

#### **TRADING**

The market trades on Saturdays from 10am to 5pm and is located opposite Trinity College in Trinity Street, Cambridge. Additional seasonal days may be available.

Traders must only sell the product line as stated on their booking form.

To confirm attendance on any trading day please contact the ASG Co-ordinator, Sarah Jane Marsden on mobile 07769 628788 or by email: [strawberrysarah@tesco.net](mailto:strawberrysarah@tesco.net)

The Market Management Team will allocate pitches in the best interest of the market as a whole.

Applications may be declined where the Market Management Team considers the goods are not Individually made by the trader, or where there may be over representation of a particular craft.

Duplication on specific crafts will be very limited.

Traders must arrive no later than 9.30am and be ready to trade at 10.00am. Any trader arriving after 9.30am will be refused permission to trade on that day.

The parking bays directly outside the market are for loading/unloading only. Once you have unloaded, your vehicle will need to be moved elsewhere as parking is not allowed outside the market. No vehicles are to be driven in or left directly outside the market without the prior permission of the Market Management Team or ASG Co-ordinator unless the trader has dismantled their stall and is ready to load.

## **CONDUCT**

Traders are responsible for their own conduct and that of anyone working on or in connection with their stall whilst on the market. Any use of abusive or bad language, shouting or intimidating behaviour will be considered a breach of these terms and conditions and may ultimately result in suspension from the market.

## **CANCELLATION**

Non-attendance must be notified to the ASG co-ordinator by 8pm on the evening before trading. Failure to notify the ASG co-ordinator or persistent cancellations may result in our cancelling future bookings.

## **PAYMENT OF STALL FEES**

There is a standard fee for all stalls.

Stall fees are determined by the Council, and will be notified to traders in writing once approved by the Council. The Council will usually review all stall fees annually but may do so at different intervals. The Council will notify traders of any review and will consider representations made by traders. Any change in fees and/or charges will be notified to traders by 4 weeks written notice.

Payment of fees will be made by invoice to the trader and must be paid fortnightly.

The Market Management Team may suspend any trader who is in arrears of his fees of more than 4 weeks.

## **STALLS**

All Saints Garden is a unique location and as such it is not possible for all stalls to be of a uniform size or shape.

Traders will be allocated a 6ft frontage for their stall. Therefore frames over 6ft wide will not be permitted onto the market without prior permission. When all traders have arrived, the ASG Co-ordinator will allocate as appropriate any space that is not in use, providing no obstruction is caused to any other trader.

The Council will provide a maximum of 2 wooden trestle tables if required. If when the market is set up there are any spare table's available, traders may be permitted to use them at the ASG co-ordinator's discretion.

No new stall frames will be permitted onto the market without the consent of the market ASG co-ordinator.

The Council will provide each trader with a stall card identifying the stall reference and the name of the trader. The card must be displayed on the stall at all times during trading.

Cambridge City Council cannot be held responsible for injury or accident caused by a stallholder's product or exhibit, loss of profits, or for damage or theft of stallholders' stock.

## **INSURANCE**

All traders must hold third party public liability insurance to the Council's minimum requirement (currently £5 million) and be able to provide evidence of this if requested.

## **PACKING DOWN OF THE MARKET**

Traders are required to return any tables/stall frames/stall boards used in the appropriate stack at the end of the trading day.

The stack is for tables/boards and stall frames only. Tarpaulins and clips are not to be left and will be removed.

Traders who are late in packing up and still in attendance after 6pm will be required to close the stacks before leaving.

The ASG Co-ordinator will be on duty from 7am – 6pm.

## **CLOSURE OF THE MARKET**

The Market Management Team have the right to close the market at their discretion if they consider this necessary on the ground of public safety. If you are unsure whether the market will be open due to adverse weather conditions, it is the trader's responsibility to contact the ASG Co-ordinator before starting his or her journey.

For any queries regarding these Terms and Conditions, contact the Market Management Team at [market.management@cambridge.gov.uk](mailto:market.management@cambridge.gov.uk) or [www.cambridge.gov.uk/markets](http://www.cambridge.gov.uk/markets) or telephone 01223 457000.

Market Management Team