



LEIGHTON BUZZARD MARKET CHARITY STALL GUIDELINES

The aims of providing a free charity stall is to create awareness of local social infrastructure and activities that residents may wish to take part in or receive support from. It also provides the opportunity to raise funds.

- a. One free pitch shall be offered each year (*April to March*) to each individual charity and community group.
- b. The pitch may be booked no more than six weeks in advance of the attendance date. Should you wish to enquire before this date, please contact the Market Manager.
- c. The pitch size must not exceed 3mx3m (Market Manager or *their representative's* discretion to be applied).
- d. The placement of the pitch is at the discretion of the Market Manager or their representative.
- e. Additional attendances of the market shall incur a nominal fee *for a maximum of 4 additional attendances* and subject to availability.
- f. Charity or community group must provide Public Liability Insurance (Minimum £5m).
- g. This offer is available on the Tuesday and Saturday market.
- h. In the interests of impartiality and to safeguard the Council administration as an independent body, the use of town events and the town market for Party Political purposes and all other activities associated thereof will not be granted unless special circumstances determine otherwise. As the Responsible Officer to the Council, the decision to either grant or refuse permission will rest with the Town Clerk.

N.B. Should a Political party wish the use of the public highway for that purpose, it is advised that contact be made with the principal authority who can advise as to the necessary documentation required for that particular purpose.

By attending Leighton Buzzard Market as a Charity or Community stall, you agree to abide by these guidelines.

The Town Council's Privacy Notice can be viewed on its website.