

maltings monthly market

rules & regulations

Set-up	6.30am - 8.30am
Open	9am - 4pm
Pack up	4pm - 5.30pm

The Maltings Monthly Market is held on the first Saturday of every month.

Stalls not taken 15 mins before the opening time are subject to re-letting. All stalls, excluding those selling perishable goods, must remain open until the market closes.

requesting a stall

Please fill in an application form which can be found on our website. When we receive your completed form, your details will be kept on file solely in relation to your market stall enquiry, but this does not guarantee a stall allocation.

allocation of stalls

Stalls are allocated by the market team in accordance with Maltings policy. Factors that are considered include the quality, variety and interest of the goods and the overall balance of merchandise. If there are more applications than available spaces, then regular stallholders will usually be given priority but there is no contractual commitment to this effect. The decision of the market manager is **final**.

description of goods

Unless otherwise agreed with the Market Manager, the following rules apply:

- Stallholders may only sell the type of merchandise originally described on their application form.
- No food or drink for consumption on the premises may be sold.
- All food for sale must be pre-wrapped and the producer is responsible for compliance with all regulations regarding the production, labelling, display, storage, and sale of goods.
- Stallholders selling consumables must hold their own Public Liability Insurance and provide a copy to the Market Manager with their initial registration form. Please notify in advance any updates or amends to your P.L.C.

- Alcohol products cannot be sold until 1 0am.

stall booking

Regular Stallholders can pay for the following month's stall at the Box Office anytime between 9am - 3.30pm on the market day and the following Monday. Stall payments will only be transferred to the following month under extreme circumstances and at the market manager's discretion.

Stall Holders attending the market should email an expression of interest in a pitch for the following month as soon as possible after closing to market.manager@farnhammaltings.com

Payment must be made in full before a booking can be confirmed.

Payment may be made in person at the Box Office by cash, card or cheque at the Box Office, or by phone via 01252 745444. A booking fee of £1.50 will be added.

Cheques should be made payable to Farnham Maltings Association Ltd. Payment will be acknowledged by receipt and a car park pass issued/sent which must be displayed on the stallholder's windscreen. Only one car pass will be issued per stall.

car parking

The fee paid for your stall does not guarantee you a space in the Maltings car park. Alternative options nearby include Wagon Yard public pay and display car park. If the Maltings Car Park is full on your arrival, you may pull in to unload and then your car must be moved. You are not able to park in Red Lion Lane.

stall space

Pitches provided include a single table approximately **6'6" x 2'3"** and up to 2 chairs. Tables are set out in accordance with fire regulations and stallholders must not exceed these limits or move the stalls without the prior agreement of the Maltings staff. Nothing is to be hung on walls or wires, only your allocated table space is to be used.

Do not turn lights on/off, touch heaters or prop doors open. Only Maltings staff are permitted to do this. Any electrical item (lights etc.) must be PAT. We can arrange this for you, please ask the Market Manager. Any information/decision made by the Maltings staff is final and should not be challenged. Any aggressive or anti-social behaviour will not be tolerated.

Any item lent (i.e extension lead) remains the property of Farnham Maltings and must be returned, or a replacement charge will be made.

Smoking is not permitted either within the building or the courtyard area.

Passageways and fire exits must be always kept clear.

inclement weather

If bad weather prevents stallholders from setting up outside stalls or forces them to abandon their stall before midday, you may be offered an inside stall, if available.

health & safety

Stallholders must abide by Fire Safety Guidance and self-evacuate in the event of a fire. Any instructions issued by Market Staff or Duty Officers must be adhered to.

Any stallholders under the age of 18 must have adult supervision at all times.

refreshments

Food and drink are available from:

Foyer Bar from 8am - 4pm

Riverside Cafe from 10am - 4pm

non-compliance

Failure to comply with these regulations may result in the loss of your stall.

Farnham Maltings Association accepts no responsibility for loss or theft of goods while attending any market. We advise you to seek your own insurance.

These Regulations may be amended at any time.

For further details, please contact the Market Manager at market.manager@farnhammaltings.com

Farnham Maltings

Bridge Square

Farnham

Surrey

GU9 7QR

Box Office 01252 745444

boxoffice@farnhammaltings.com

www.farnhammaltings.com

Registered Charity No. 305034

Registered in England No. 954753

VAT Registration No. 293 6758 08

updated October 2023