

## Dates

Maltings Markets are normally held on the first Saturday of every month. Please see our website or contact the Box Office for details of special markets.

## Booking a Stall

Complete and return an application form to the Market Manager. When we receive your completed form, your details will be kept on file but **this does not guarantee a stall allocation.**

## Allocation of Stalls

Stalls are allocated by the Maltings Market Team in accordance with Maltings policy. A number of factors will be taken into account including 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

Stallholders may only sell the type of merchandise originally described on their application form, unless otherwise agreed with the Market Manager. **No food or drink for consumption on the premises may be sold.** All food for sale must be pre-wrapped (unless otherwise agreed with the Market Manager) 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. Any updates or amends to your P.L.C must be supplied to the Market Manager.**

## Rents

Payment must be made in full before a booking can be confirmed. **Regular Stallholders' payment must be made prior to the 16<sup>th</sup> of each month for the following market.**

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 will be added where applicable.*

Cheques should be made payable to *Farnham Maltings Association Ltd* and must have guarantee card number and expiry date written on the back (except Business Cheques).

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.**

If your stall is not available on the day, we shall, where possible, offer you an alternative stall elsewhere in the market.

**Regular Stallholders** can pay for the following month's stall at the Box Office anytime between 07.00 and 15.30 on the day. Once a booking has been confirmed no refunds can be given in the event of cancellations or no-shows. **Stall payments will only be transferred to the following month under extreme circumstances and at the Market Managers discretion.**

## Maltings Market Times

Saturday

Get in:	06.30 - 08.00
Opens:	9.00-16.00
Get out:	16.00 - 17.30

The Maltings reserves the right to amend closure times of any Market spaces in order to accommodate any other function taking place on market dates. Any refund or discount for loss of trading time will be at the discretion of the Maltings Director.

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

## Car Parking

The fee paid for your stall does not guarantee you a space in the Maltings car park, alternative parking very nearby is in 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. **Do not** stop in Red Lion Lane, it is regularly patrolled by the local police and ticket issued

## Stall Space

Stalls provided are approximately 6'6" x 2'3" or 200cm x 70cm. Tables are set out in accordance with fire regulations and stallholders must not exceed these limits. **Passageways and fire exits must be kept clear at all times.** Any extensions to stall layouts using tables or rails must be agreed in advance with the market team.

## 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, or payment may be transferred to the following Maltings Market at the Market Managers discretion.

## 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**

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Food and drink is available from:

The Foyer Servery from 8:00am to 16:00pm

The Riverside Café from 10:00am to 16:00pm.

Additionally we aim to offer a Tea & Coffee trolley service visiting stalls directly for your convenience.

#### **Non-Compliance**

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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.**

#### **an extraordinary building...**

Farnham Maltings was saved from demolition by the townspeople in 1969. This 18<sup>th</sup> century listed building is now Farnham's meeting place and creative centre and home to a wide programme of activities, performances and events.

Situated in the heart of the town, on the banks of the River Wey with parking for up to 200 cars, Farnham Maltings offers a character venue with a wide range of spaces. Room capacities vary from 20 for a small meeting to a major auditorium that is capable of seating 320 people or of hosting flat floor exhibitions.

Independently run, The Maltings hosts a broad programme of entertainment, exhibitions, private and business functions. It is home to regular activities and meetings run by local organisations and groups.

The renowned Maltings Market, initiated in 1970 as a fundraising venture, has grown and developed over the years into a popular marketplace attracting 200 stalls and thousands of visitors on the first Saturday of every month.

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Registered Charity No. 305034

farnham maltings

# maltings monthly market

## Rules & Regulations

## Important Please Read

Updated January 2016