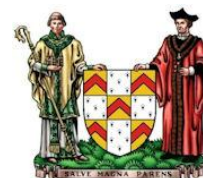


LICHFIELD CITY COUNCIL

Donegal House, Bore St, Lichfield WS13 6LU

01543 250011 markets@lichfield.gov.uk



Market Square/Minster Pool Walk Booking Form & DPA 2018 Consent

Data Protection Act 2018 (DPA 2018) Consent to hold Contact Information

I agree that I have read and understand [Lichfield City Council's Privacy Notice](#). I agree by signing below that the Council may process my personal information for the purposes of correspondence. I agree that Lichfield City Council can keep my contact information data for an undisclosed time or until I request its removal. I have the right to request modification of the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

Name and Address of Hirer for Correspondence	
Email	
Contact Telephone Number	
Name of Organisation	
Nature of Booking	

REQUIREMENTS	Tick	DATE(S) & TIME(S) REQUIRED
LICHFIELD MARKET SQUARE - Postcode WS13 6LX <i>Not available on Tuesdays, Fridays, Saturdays or first Sunday of the month</i>		
ELECTRICITY (Market Square only) <i>Use of electricity will incur an extra fee of £3.93 per appliance or based on usage by arrangement. Connection to the electricity supply is via a round blue 16-amp plug, not a 3-pin plug</i>		
KITCHEN & TOILET FACILITIES (Market Square only) <i>A £50.00 breakages deposit is required – please see terms for details</i>		
MINSTER POOL WALK – Postcode WS13 6QT		
PLEASE STATE WHAT YOU WILL BE PROMOTING, SELLING OR DISPLAYING		
NUMBER OF STALLS SUBLET <i>if applicable</i>		
SIZE OF DISPLAY <i>Please supply photographs to support your application</i>		

OFFICE USE

Ref		Conf		Deposit Paid	
Jan	Feb	March	April	May	June
July	Aug	Sept	Oct	Nov	Dec
	PRS	GDPR	Inv ref	Code	

MARKET SQUARE RENTAL CHARGES 1 April 2025 – 31 March 2026	Tick	Cost (£)
Large Commercial event; organisations wishing to sub-let the Square to others <i>Subject to a refundable £500 cleansing surety deposit per day</i>		497.83
Private/Commercial organisations; selling or promoting (exclusive use) <i>Subject to a refundable £500 cleansing surety deposit per day</i>		242.55 per day
Private/Commercial organisations; selling or promoting (up to half the Square) <i>Subject to a refundable £250 cleansing surety deposit per day</i>		181.91 per day
Private/Commercial organisations; promoting public service-based activities		66.41
Private/Commercial organisations; subletting of more than two stalls		20 per additional stall
Voluntary/Charitable/Non-Profit organisations; fundraising events		12.13 per day
Private/Commercial; daily pitch fee per pitch/vehicle		30.32

POOL WALK RENTAL CHARGES 1 April 2025 – 31 March 2026 (Based on approved stall layout)	Tick	Cost (£)
Hire of the whole open space per 3m x 3m (or approximate equivalent) pitch <i>Subject to a <u>minimum</u> of £100.00</i>		12.13
Hire of an individual 3m x 3m (or approximate equivalent) pitch - Commercial		18.20
Hire of an individual 3m x 3m (or approximate equivalent) pitch - Voluntary/Charitable/Non-Profit		12.13

GAZEBO HIRE	Tick	Cost (£)
Gazebo and Weights - rent per occasion		5.00
Surety deposit – must be by cheque; will be cashed only if the gazebo is damaged beyond reasonable wear and tear		250.00
Purchase price of Gazebo		As per invoice inc VAT

PUBLIC LIABILITY INSURANCE A minimum of £5,000,000 is essential <i>Please tick to confirm you have provided a copy of your Certificate of Insurance with this application</i>	
FOOD HYGNE If you wish to sell or distribute foodstuffs, a rating of 5 is required <i>Please tick to confirm you have provided a copy of your food hygiene rating (if applicable)</i>	
STREET TRADING LICENCE & FEES Lichfield District Council requires Traders to hold a Street Trading Licence in certain circumstances For more information please see the Lichfield District Council website . Alternatively, call us on 01543 250011; we will be pleased to confirm whether a licence would be required for your booking. <i>Please tick to confirm you are aware of Street Trading Licence requirements</i>	

This form is an application for hire only; confirmation of booking will be forwarded to you in due course. Please return this booking form to markets@lichfield.gov.uk within 7 days of issue.

I hereby apply to hire the facilities as set out above. I agree to pay the charges in advance in accordance with the Council's scale, and I accept the Terms and Conditions attached.

Signature* _____ Date _____ **typed signature will be accepted*

We will hold your details on file and where necessary reserve the right to disclose these to Environmental Health, Trading Standards or other statutory agencies. On occasions we are asked to pass on details to *other* interested parties; if you agree to this, please tick the box provided ☐

TERMS AND CONDITIONS

CONDITIONS OF LETTING

1. All hire charges must be paid in full at least one week in advance of the booking, unless the Council has agreed alternative arrangements in writing. Failure to make payments by the due date will result in cancellation of the booking.
2. **Proof of Public Liability Insurance for a minimum of £5,000,000 is required and a copy of your certificate of Insurance must be enclosed with this application.**
3. Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - (a) less than 14 days' notice: 25% of hire charge, whichever is greater.
 - (b) less than 7 days' notice: full hire charge of booking.
4. The Council reserves the right to refuse any application or, in exceptional circumstances, to cancel any booking should the Market Square be required for a specific occasion, in which event only the fees paid will be refunded.
5. Any other charges payable to others must be paid in full e.g. street trading fees as payable to Lichfield District Council.
6. Traders wishing to sell Lottery tickets or offer a raffle **MUST** contact the local authority Licensing Department regarding their obligations and responsibilities under The Gambling Act 2005.
7. Access onto the Market Square is unrestricted but City Centre Pedestrianisation rules apply. Lichfield District Council, in conjunction with Staffordshire County Council, has introduced **pedestrianisation of Lichfield City Centre**. This affects Lower Tamworth Street, Conduit Street, Market Street (Square), Breadmarket Street and Bore Street.
8. In accordance with the Town and Country Planning (Control of Advertisement) Regulations 1969, flyposting of events to be held on the Market Square is not permitted. Advertisements, posters, placards are not to be displayed on any part of the Market Square without the express consent of the Council. Failure to observe this condition will result in the immediate cancellation of the booking.
9. The hirer shall pay for all damage sustained during the booking period to any area of the Market Square, on-site commodities including street furniture, fixings, kitchen and toilet facilities and any Council property therein (such damage to be assessed by the Town Clerk whose decision thereon shall be final). The hirer shall leave all the above mentioned in as clean a condition and good order as they were at the time of arrival.
10. Your booking of the kitchen and toilet facilities requires a breakages deposit of £50.00 (as a separate payment) which will be returned to you after your booking (less deduction of any breakages incurred). **Please ensure that the facilities are left in a clean and tidy condition.**
11. The Council will not in any circumstances be responsible for any damage, injury to, or loss of goods or property brought to the Market Square for exhibition, sale or other purpose, or for goods or property left by the hirer or persons attending any booking therein, or for damage or injury to the person of the hirer or any persons being in or about the Market Square whilst in the use of the hirer, and the hirer shall, and by acceptance of these conditions thereby does, indemnify the Council against any claims which may be made upon them in respect thereof.
12. The Market Square is in a pedestrianised zone so please ensure that all vehicles involved with the booking are unloaded on the Market Square (and not on the surrounding roads) before being removed to the City Centre car parks.
13. The Market Square is licensed for the sale of alcohol and the provision of regulated entertainment. If you intend to sell alcohol, please contact the Markets Officer; it is a requirement that the hirer completes and returns a 'Traders' Licence Agreement' before the date of the booking.
14. Litter clearance is not included in the booking fee. It is the hirer's responsibility to remove all litter and rubbish before leaving the Market Square. On site skips are not for this purpose, they are solely for traders' use on market days.
15. **Smoking is not permitted within the kitchen and toilet facilities.**

GENERAL SAFETY

16. The hirer shall appoint a competent person to be in charge throughout the booking and, where necessary, be assisted by a sufficient staff of competent attendants who shall be specially instructed as to their duties in the event of an emergency. Any instruction given by the council regarding the safety of the public shall be put into immediate effect.
17. Authorised Officers of the Council/on duty Police/Fire Officers shall be allowed access to the Market Square at all times.
18. All electrical appliances used on-site are to be **PAT** tested and hold a current certificate. The City Council is to be notified as to the type of appliances to be used on-site.
19. No flammable substances shall be used on the Market Square without the Council's prior written consent.
20. Any gas canisters or similar items must be appropriately secured.
21. The City Council insists that only 'silent' generators are used.
22. Hirers may need to provide a risk assessment depending on the nature of their booking.