

Dear Sustainability Market Stallholder

Thank you for your interest in Harpenden Sustainability Markets. These markets take place on the tree lined area of Harpenden Common in front of Park Hall on the third Sundays; the 2025 dates are:

- **Sunday 16 Mar 2025** Application deadline - Fri 21 Feb 2025
- **Sunday 18 May 2025** Application deadline - Fri 2 May 2025
- **Sunday 21 Sep 2025** Application deadline - Fri 29 Aug 2025
- **Sunday 16th Nov 2025 (Christmas Sustainability Market)** Application deadline - Fri 31 Oct

Stallholders at the Harpenden Sustainability Markets are local eco businesses and organisations selling sustainable goods and / or promoting sustainable living; food items will be vegan.

All pitches are gazebo pitches – max size 3m x 3m. You are required to bring your own gazebo, gazebo weights and tables.

Stallholder fees - £25 per market for a pitch using your own gazebo. A very limited number of **hired gazebos** are also available to hire at £40 each.

To apply - complete the application form provided at <https://sustainablestalbands.org/stallholders/>. You may use the application form to apply for any, or all, of the markets

Deadlines - the application deadlines are set out above. **Please note that to attend a market all documentation is required by the deadline.** Please take note of the deadlines when requesting your insurance renewals.

Confirmations for own gazebo pitches will be issued regularly up to the deadlines. **Limited hired gazebos are available; applications** will be reviewed on **10 Feb** and applicants will be informed by **12 Feb** about their application. Thereafter hired gazebo applications will be processed as received.

Invoices - Harpenden Town Council will issue invoices prior to each market; these can only be issued once all documentation has been received. Invoices need to be paid **at least one week before the market**

Cancellations - bookings can be cancelled prior to the application deadline for each market. After that stallholders remain liable for the market fees.

Further information - is set out in the attached Information Pack for the Harpenden Sustainability Market. Please read this fully before applying. As part of the application, you will be required to confirm that you agree with the terms set out in the attached pack, sign the declaration, and provide the required documentation and updates as needed: public liability insurance (£5m), my Stall Holders Risk Assessment (a blank template and guidance video is provided) and, if appropriate, food safety documentation.

Please email Sustainable St Albans if you have any queries at markets@sustainablestalbands.org

Events & Markets Team, Harpenden Town Council Harpenden.Town.Council@harpenden.gov.uk
Sustainability Markets Team, Sustainable St Albans Markets@sustainablestalbands.org

Harpenden Sustainability Market Information Pack (Jan 2025)

The Harpenden Sustainability Markets are run in partnership by Harpenden Town Council and Sustainable St Albans. This information pack comprises the sections listed below. Please read carefully before you apply.

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A. Market information

The 2025 Harpenden Sustainability Markets will take place from 10am to 3pm on Sunday 16 March, Sunday 18 May, Sunday 21 Sept and Sunday 16th November (Christmas Sustainability Market).

Stallholders for the Harpenden Sustainability Markets will be local businesses and organisations selling sustainable goods and / or promoting sustainable living. Food items will be vegan (except for honey).

Due to the nature of the event, no bottled water, plastic or polystyrene packaging or single use plastic bags will be permitted at this event. Single use items and packaging must be biodegradable.

All pitches are gazebo pitches. You will be required to bring your own gazebo, gazebo weights and tables.

A limited number of hired gazebos with tables are available to hire at £40 each. Stallholders hiring a gazebo will need to collect the gazebo, weights and tables from a location on the common, put the gazebo up and take it down and return the equipment after the market. A guidance note will be provided however the stallholder will need helpers to do this.

The markets are held on Harpenden Common, in front of Park Hall. In the unlikely event of adverse weather conditions, the market will be cancelled, and fees refunded.

B. Fees and cancellations

(i) **Stallholder Fees** - Stallholder fees are £25 per market for a pitch using your own gazebo.

(ii) **Hired Gazebo Fees** - £40 to hire a gazebo with tables

(iii) **Sharing pitches or gazebos** - Two stall holders may share pitch using one of their own gazebos - both stallholders need to complete the application and to email us to confirm they are sharing with each other - the fee would then be £12.50 each with an own gazebo or £20 each for a hired gazebo.

(iii) **Cancellations** - Bookings can be made, subject to availability, up to the deadlines above.

Note all documentation is required to make a booking. Refunds will be given for pitches cancelled up to 2 weeks prior to the market. Fees are liable for cancellations made within two weeks of a market.

C. Terms and Conditions

Stallholders applying for a pitch, as detailed above, accept the following terms and conditions:

1. Harpenden Town Council and Sustainable St Albans may accept or reject any application without giving a reason. No refund is available in the event of any cancellation by a stallholder. Future bookings for stallholders who have booked and not turned up for markets may also be cancelled.
2. In the unlikely event of the Harpenden Sustainability Market being cancelled, Harpenden Town Council and Sustainable St Albans will not be liable for any compensation other than the refund of the pitch fees actually paid.
3. I agree that as an outdoor public event, Harpenden Sustainability Market is subject to a health and safety assessment to ensure public safety and any guidelines in relation to Covid-19 are implemented. In this regard Harpenden Town Council and Sustainable St Albans reserve the right to refuse any stall set up which may be viewed as unsafe due to environmental issues such as weather. In all such situations as much notice will be given as possible and alternative solutions considered but should agreement not be reached Harpenden Town Council and Sustainable St Albans will not be liable for any compensation other than the refund of the pitch fees actually paid.
4. I agree to provide all necessary information & documentation to establish insurance status.
5. I agree to provide a [2025 Stall Holders Risk Assessment](#) at least two weeks before my first market in 2025.
6. For stalls selling food products only. In addition to listing food related risk in your stallholder risk assessment, you are required to provide the relevant food related documentation:
 - hot food traders (Food Hygiene and Safety Certificate (Level 2 or higher), Food Hygiene Rating (4+ is required), list of allergens on the stall),
 - traders selling food products made themselves (Food Hygiene and Safety Certificate (Level 2 or higher) certificate, Food Hygiene Rating (4+ is required), allergens list for all items on the stall),
 - traders selling food products that are sourced from another supplier that remain in their original packaging (An allergens list is required on the stall). Note that if you remove products to put them in your own packaging then you will need to provide your Food Hygiene and Safety Certificate (Level 2 or higher).
7. I take full responsibility for the contents of the pitch and the actions of all people on my pitch and accept that Harpenden Town Council and Sustainable St Albans do not accept liability for any loss and/or damage and/or injury that may arise howsoever caused.
8. No mobile selling or activity outside of my/our pitch area is permitted.
9. There is no electricity provided on site. If I am bringing a generator, I will provide the size and safety certificates. Generators and gas cylinders must be included on the [Stall Holders Risk Assessment](#) and the stallholder is required to bring a fire extinguisher and fire blanket. If these requirements are not met, you will not be able to use the generator / gas cylinder at the market. All generators must be barriered off. Any electrical appliances plugged into a generator needs to be detailed on the risk assessment and have a valid PAT test passed within the last 12 months. NOTE: Food traders with generators or gas cylinders are not permitted for hired gazebos.
10. No animals to be brought on to the site (except guide dogs).

11. I will comply with the requirements and instructions issued by Harpenden Town Council and Sustainable St Albans regarding any aspect relating to the operation of the Harpenden Sustainability Market.
12. I will indemnify Harpenden Town Council and Sustainable St Albans in respect of any costs, claims, damages, or liabilities as a result of any act or omission by me or arising from my hire of a gazebo or use of the pitch(es) or attendance at the Harpenden Sustainability Market.
13. I understand that I must adhere to the latest government guidelines whilst at the Harpenden Sustainability Market. If I have symptoms that may be caused by coronavirus, I must stay at home and self-isolate. I understand that Harpenden Town Council and Sustainable St Albans staff reserve the right to ask me to leave the market if they suspect I am showing symptoms of coronavirus and have concerns. My [2025 Stall Holders Risk Assessment](#) will include all practices that I have put in place relating to Covid-19 and understand that these will need to meet the latest government guidelines.
14. I understand that Environmental Health and Trading Standards Officers will notify Harpenden Town Council and Sustainable St Albans of any issues which may affect my ability to attend the Harpenden Sustainability Market. To assist in any inspections required to verify the above statements, I have included a list of all products I will be selling and will notify Harpenden Town Council and Sustainable St Albans of any alterations to this.
15. Charity stallholders must obtain the appropriate licences from St Albans City and District Council if they are trading or seeking donations on their stall (as opposed to providing information).

D. Market Rules and Regulations

Listed below are the rules relating to how the market is organised and managed on the market day. We ask you to respect these arrangements. Failure to do so will affect your taking part in future markets.

1. Trading is not permitted under any circumstances before 10am and after 3pm. Customers may reserve goods, but no money must change hands. Any stallholder in breach of this will lose their stall at any future markets.
2. Stalls can only be set up from 8.30am and stalls must be clear by 3:45pm. Failure to depart on time will mean stallholders may not be able to participate in future markets.
3. Vehicles must not queue to access the market area before 8.30am. In some months stallholders may be allocated a time to arrive and unload from reserved parking spaces adjacent to the common.
4. Vehicles must be removed from the market area no later than 9.30am.
5. No vehicles may return to the market area before 3pm.
6. Stalls must not stop trading before 3pm, however stallholders should start to pack up their goods before 3pm if this is necessary to ensure they are able to leave the site by 3.45.
7. All pitch fees must be made payable via BACS at least one week before the market.
8. The allocation of stalls is at the discretion of Sustainable St Albans and Harpenden Town Council. No discussions, amendments or negotiations will be entered into in advance, or on the day of the market.

9. Stallholders are responsible for recycling and taking away their own waste. All stallholders are encouraged to bring bags to separate their recycling from their waste. Stallholders must make sure their pitch is free from rubbish, recycling, and debris before leaving. As this is a Sustainability Market, every effort must be made by Stallholders to be mindful of the waste that their stall produces. Stallholders should encourage (and accept) reusable containers and packaging should they be offered by the public.
10. Due to the nature of the event, no bottled water, plastic or polystyrene packaging or single use plastic bags will be permitted at this event. Single use items need to be biodegradable.
11. There is a 'No Smoking' and a 'No Dogs' policy for all traders either selling food or in the vicinity of food stalls.
12. Stallholders shall not use any means of sound amplification or other mechanical means of attracting attention to a stall. The playing of audio equipment, other than by way of short tests on stalls selling these items is included in this restriction.
13. No lighting system other than that supplied by the Town Council and Sustainable St Albans shall be used on Market stalls without express permission being given in advance.
14. No stallholder may sell or offer for sale goods other than those in the ranges registered and assigned to the stall. Any request to extend or change the range of goods sold must be put in writing and authorisation obtained before the goods may be sold.
15. Stallholders will not be permitted to sell counterfeit or otherwise illegal products. Any stallholder found contravening this rule will be immediately dismissed.

E. Operating criteria

1. Stallholders for the Harpenden Sustainability Markets will be local businesses and organisations selling sustainable goods and / or promoting sustainable living.
2. Shared stalls are welcomed provided that on food stalls the produce mix is compatible from a food safety point.
3. Harpenden Town Council and Sustainable St Albans will not accept any kind of harassment of their staff or volunteers.
4. Any trader who is present at the market and does not comply with the rules and regulations, in particular has arrived with non-specified goods, is verbally abusive to the staff or volunteers or extends their stall outside the designated stall area, the Town Council and Sustainable St Albans have the right to remove them from the market and they will not be permitted to attend further markets.
5. In exceptional circumstances i.e., bad weather or road works, both prior to or during a Market, it is the decision of the Town Clerk and Town Mayor to cancel a market. The organisers will give as much notice as possible before the market date and all stallholders will be contacted. Please note that Harpenden Town Council and Sustainable St Albans are not responsible for any losses incurred to traders due to this cancellation.

F. Disclaimer of liability

Harpenden Town Council, officers and their contractors and Sustainable St Albans and its officers and volunteers shall not be responsible for:

1. Stallholders shall indemnify Harpenden Town Council and Sustainable St Albans from and against all claims and actions in respect of personal injury suffered, whether fatal or otherwise, whilst on the market area which may be caused or occasioned in connection with the market and against all costs and proceedings arising there from.
2. Any damage, theft or loss however caused in respect of any exhibits, produce or other property in transit to or from the market or throughout the duration of the market period.
3. Anything that may happen to visitors, members, stall holders or their employees or to any stall or property brought to or used at the Harpenden Sustainability Market.
4. Any losses incurred due to the market being cancelled in the event of severe weather, roadworks, or obstructions to the market i.e., fallen trees or obstructions that are beyond the Council's control.

G. Applicant declaration

I will provide my [2025 Stall Holders Risk Assessment](#) and then an updated assessment each calendar year. I will provide my current £5 million Public Liability Insurance, and updates to this when it expires.

I understand that my details may be passed on to Environmental Health and Trading Standards Officers.

I understand that Environmental Health and Trading Standards Officers will notify Harpenden Town Council of any issues which may affect my ability to attend the Sustainability Market.

I understand that if I contravene any of the Market Rules and Regulations I will be removed from the market and not permitted to attend further markets.

I have read, understood, and agree to the terms and conditions, Operating Criteria, Market Rules and Regulations set out in the Harpenden Sustainability Markets Information Pack.

If my organisation is a registered charity, I will obtain any relevant licences for my stall.

I apply for a pitch in accordance with these terms and conditions, Operating Criteria, Market Rules and Regulations and Disclaimer of Liability.

In making this application, I agree for the information contained in this form to be processed and retained by Harpenden Town Council and Sustainable St Albans in accordance with their data protections policies which can be found at <https://www.harpenden.gov.uk/documents/public-and-statutory> and <https://sustainablestalbans.org/data-protection/>.

H. Stall Holders Risk Assessment

(An editable example risk assessment can be downloaded: <https://sustainablestallbans.org/stallholders/>)

The assessment needs to include risks to you, to anyone working at or visiting your stall and to members of the public or the market staff or volunteers. Please complete with all the risks relevant to your stall, add as many lines as required. There is a short video on the website which you can use to help complete your risk assessment.

You need to include risks relating to Setting up / Packing up, vehicles, Trip hazards, Equipment, Gazebos, Staff/volunteers, Products, Breakages, Customers, COVID, Food Hygiene, Weather etc. Please be specific with the hazard, risk, existing controls and who or what is at risk.

Stall Holders Risk Assessment						
To be completed and returned with your application form you must include Covid-19 risks.						
Activity: Harpenden Sustainability Market			Organisation _____		Date of Assessment date _____	
Hazard	Risk arising from hazard	Who is at risk	Risk (High /Med /Low)	Existing Controls	Action to further reduce risk	Risk Owner
Assessors name and signature _____					Date _____	

Remember to sign and date the form before you submit it

I. Checklist of the information that you will be required to submit with your online application form.

Checklist	Sent
Signed and dated Stall Holders Risk Assessment form	
Public Liability Insurance for at least £5 million	
Evidence of Food Hygiene and Safety Certificate (Level 2 or higher)	
Evidence of Food Hygiene Rating	
(Optional) image and logo that could be use in promoting the market	