



## MARKET HALL AND BOX MARKET RULES

### Opening Times

- I. Stallholders are expected to keep their stall open during all trading hours as directed by the Council's Market Manager. The Market will be open for business from 8.00am until 6.00pm Monday to Saturday inclusive and 11.00am to 4.00pm on Sundays. The requirement to trade on Sundays will be kept under review by the Council.
- II. The minimum trading hours, unless formerly approved otherwise by the Council in writing with the stallholder, are;
  - Monday to Saturday 10.00am to 6.00pm
  - Sunday 11.00am to 4.00pm
  - The Market will be closed on the following Public Holidays – Christmas Day, New Year's Day and Easter Sunday. The opening of the market on other Bank Holidays will be determined by the Market Manager.

### Deliveries and Access

- I. Stallholders will be able to access the Market Hall;
  - Monday to Saturday 5.30am to 7.00pm
  - Sunday 10.00am to 5.00pm
- II. Goods, stock or other articles for sale/use at traders stall should be delivered solely through the service access points to the Market Hall as determined by the Council's Market Manager.
- III. Stallholders are able to park their vehicles in the service access points for prompt and active loading and unloading of deliveries and stock and are not to park vehicles for any longer than is necessary for these purposes.
- IV. Stallholders will be subject to any loading/unloading and parking restrictions which are enforced by the Highway Authority's Traffic enforcement officers.
- V. Stallholders are not permitted to use or obstruct the service access points at any other time.

### Sale of Goods

- I. The stallholder will not use, or permit to be used, their stall for any of the following;
  - sale by auction
  - illegal or immoral purposes
  - noxious, offensive or noisy trade or business
  - Smoking or the use of e-cigarettes – this prohibition also applies to all seating areas adjoining every stall used by the public and stallholders alike
- II. Stallholders will ensure all items displayed for sale are priced.
- III. The stallholder will ensure all goods sold or offered for sale are their own property or stock and will furnish proof as to the ownership of any goods being sold or displayed for sale, when requested to do so by the Market Manager.
- IV. All stallholders selling food must display, in a prominent position, their Food Standards Agency (FSA) Food Hygiene Rating certificate/sticker.
- V. Stallholders whose FSA Food Hygiene certification falls below a rating of 4 will be required to take immediate improvement measures in order to ensure they obtain a rating of 4 or above, at their own cost.

- VI. Stallholders must not trade or sell any other goods than those stipulated in their Lease, unless approved in writing by the Market Manager.

### **Display of Goods**

- I. The stallholder will ensure that all stock and goods on sale are displayed within the confines of the stall boundaries so not to cause any obstruction to circulation areas in the Market Hall, as identified in the plan and lease.
- II. Stock must not be hung over glass screenings or over any part of the stall which may encroach into the public circulation areas of the Market Hall.
- III. The stallholder will ensure no stock or goods, boxes, crates or like articles, trucks, trolleys, equipment etc are left in public circulation areas.
- IV. The stallholder shall not affix, nail, screw, stick or staple anything to the structure of the Market Hall, in particular glass screenings or pillars supporting the roof.

### **Storage of Goods**

- I. Goods, stock and equipment maybe left by the stallholder in/on the stall when the Market Hall is closed. The Council will not be responsible for any loss or damage to any such goods, stock or equipment so left arising from any cause whatsoever other than negligence by the Council or its employees acting within the course of their employment.

### **Stall Alterations and Design**

- I. Stallholders will not be permitted to make any alterations or additions to the structure or fittings and fixtures or lighting of the stall without the prior written consent of the Council's Market Manager.
- II. The stallholder will provide all necessary certificates required for the satisfactory installation of any electrical or plumbing equipment to the stall.
- III. The stall holder will not display any advertising on or about the stall without the prior approval of the landlord. The fascia sign attached to stall roof edge will be provided by the council and marked up with the trader or business name in a consistent manner.
- IV. The Stall holder will only supply and use chairs and tables, the design and specification of which has been previously approved by the Council's Market Manager.

### **Refuse Disposal and Recycling**

- I. All refuse and litter should be recycled and deposited in the appropriate recycling facilities supplied by the Council with the exception of material highlighted as non-recyclable and raw meat and food waste.
- II. Raw meat and food waste must be disposed of separately in an appropriate manner approved by the Council's Market Manager.

### **Conduct and Staffing**

- I. All stall holders will comply with the provisions of the Children and Young Person Act, the Education Acts 1944/1948, the Employment of Children's Act 1973 and any other Legislation, Local Act or Bylaw relating to the employment of Young Children.
- II. The stallholder will not be permitted to carry out any activity at the stall which may become a nuisance or cause damage, annoyance or inconvenience to the Council, other stallholders or the general public.
- III. The stallholder will refrain from using any obscene language or act or conduct themselves in a way which may cause offence to traders, Market Manager, staff or members of the public.
- IV. Any abusive or discriminatory behaviour of any nature is strictly forbidden and any reports will be dealt with appropriately.
- V. Stallholders are not allowed to conduct activities which may cause persons to congregate around the stall, so as to cause an obstruction in any gangway or public circulation space.

- VI. The stallholder will not play radios or any recorded music on the stall without prior written consent of the Market Manager.

### **Marketing and Branding**

- I. Stallholders are encouraged and expected to engage with and promote the market by participating in any promotional activities organised by the Council/Markets' Management.
- II. No stallholder may use the Preston Markets' logo and branding other than in accordance with the Council's branding guidelines.
- III. Any requests to use the Preston Markets' logo and branding must be approved by the Council's Communications and Markets' Management teams before use on any stallholders/traders business websites, social media accounts and printed materials. This includes all content not created as part of the official Preston Markets' promotion. Stallholders are at liberty to share promotional content which is published by Preston Markets on their social media accounts.
- IV. Stallholders must not use the Preston Markets' logo to represent their businesses as Preston Markets on their business websites, social media accounts and printed materials. A specific logo for traders has been designed for such use and should be used as per the branding guidelines.
- V. Stallholders may not set up or manage social media accounts in the name of Preston Markets or any derivation thereof.

### **Miscellaneous**

- I. In an emergency the Market Manager may close the Market Hall on any given day or days at their discretion. The Council will not be liable for any loss incurred by the stallholder in the event of such closure.
- II. The Council reserves the right to update, amend and alter the Market Rules as necessary for the better running and operational efficiency of the Market Hall and Box Market. Stallholders will be given 4 weeks' notice of any changes in the Rules, either individually or through a properly constituted stallholders' representative organisation.
- III. Breach of these rules may lead to the Stallholder/s lease with the Council being terminated.

Revision; September 2017