

## Use of Buttermarket Terms and Conditions

To apply to use the Buttermarket, please email or write to the Parish Clerk including the following information:

- ✓ Name of organisation
- ✓ Contact information
- ✓ Date required
- ✓ Time required
- ✓ Nature of the stall, with specific information of any products to be sold –  
e.g. community information point, raffle ticket selling, selling food produce, selling charity fundraising products, cake stall
- ✓ Confirmation that St James' Church has been consulted.
- ✓ PLUS: Evidence of public liability insurance (electronic or paper copy)

In order to use the Buttermarket, applicants agree to abide by the following terms and conditions:

1. Under normal circumstances, use is limited to 2 hours, normally between 10am and 12 noon on Saturdays, however other times can be accommodated. \*
2. Local groups will be permitted to use the Buttermarket free of charge on 2 occasions per year. Any further uses will incur a £10 charge per use.
3. There will be a £30 charge per use for non-local groups.
4. If selling food products or produce, applicants must satisfy the requirements of Cheshire East Environmental Health. Further information can be found at:  
  
[http://www.cheshireeast.gov.uk/environment\\_and\\_planning/environmental\\_health.aspx](http://www.cheshireeast.gov.uk/environment_and_planning/environmental_health.aspx)
5. Anyone selling food including vegetables at a market stall on parish council would need to register with the Cheshire East environmental health department at least 28 days before trading, as required under the Food Safety Act 1990 and the Food Safety and Hygiene (England) Regulations 2013.
6. Evidence of Public Liability Insurance (minimum £5 million) must be provided to the Parish Clerk.
7. A Risk Assessment form will be provided by the Clerk and must be completed, signed and returned to the Clerk before the planned use of the Buttermarket.
8. A disclaimer may be required to be signed in advance of any agreed usage.
9. It is the applicant's responsibility to get in touch with St James' Church to ensure that their proposed usage does not clash with any scheduled weddings, etc.

PARISH CLERK:

[parishcouncil@audlempc.co.uk](mailto:parishcouncil@audlempc.co.uk)

Address: 2 Bronte Drive, Newport, Shropshire, TF10 7FT