Luton Indoor Market Casual Trader Form

**Please complete form & return to lutonmarket@townandcountrymarkets.co.uk**

|  |  |
| --- | --- |
| Date: | Business Name: |
| Name: | Type of Business: |
| Address: | Date(s) of Stall: |
|  | Market Use Only: |
| Postcode: | Casual Charge: |
| Email:  Please tick if you do not want to receive marketing emails from us | Total Charge: |
| Mobile Contact: | Pitch Number: |
| Social Media: | Type of Trade: |
| Where did you hear about us? | Event Type: (if applicable) |
| Trader Signature\*: | Managers Signature: |

\*Terms & Conditions:

* Please note we do not have facilities for you to bake/cook your items, please have them pre-prepared and ready for sale.
* ***All stalls MUST be paid for on the date of booking***. You can pop in and pay us by cash, phone us to take card payment on (01582 721617) or send us a cheque payable to: Town & Country Market Ltd (Luton). If you would like to pay by bank transfer please email us for account details.
* The market will be open to traders from 9am if you wish to set-up your stall and will be locked at around 6pm. We ask that stalls be set up by 10am. Our opening times are 9-5pm for customers; however we are typically busiest after 12pm.
* We provide 1 x 6ft table and 1 x foldable chair. Stalls are a maximum of 6ft only. We advise that you bring your own tablecloth.
* Please do not leave any equipment or rubbish behind after the event, please use our bins in the basement. If you require any directions please ask a member of our team.
* For drop offs please use the service road market entrance (Melson Street, LU1 2JX) to access the basement of the market to help unload. We have goods only lifts if you have heavy equipment.
* The Mall provide one free hour of parking in the service road to use as a drop off service for your stock & equipment.
* For parking, The Mall charges around £8 per day, however there is a new car park opposite Melson Street which is 60p per hour. Alternatively, Luton Station (5min walk) is £5.50 (Mon-Fri) £2.50 (Sat) as a daily rate.
* Please feel free to contact a member of management when you arrive so we can show you your allocated space.
* All stallholders must possess public liability insurance and proof of ID. (This needs to be emailed across with the booking form).
* Please not that **children are not allowed on site** whilst you are trading. Children are allowed to visit but must be accompanied by an additional adult at all times. Any trader not following this rule will be asked to leave.

Market Use Only:

Payment Received

ID Received

Public Liability Insurance Received