

CASTLEPOINT LM LTD

Casual Trading Form

Please complete form & return to enquiries@lutonindoormarket.co.uk

Date:	Business Name:
Name:	Type of Business:
Address:	Date(s) of Stall:
	Market Use Only:
Postcode:	Casual Charge:
Email:	Total Charge:
Mobile Contact:	Pitch Number:
Social Media:	Type of Trade:
Are you a UOB student?	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: Castlepoint LM Ltd 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 11am.
- Our opening times are 9-5pm for customers; however we are typically busiest after 12pm.
- Our cart hire may be available for hire on the day if you so wish. Please contact us for availability. All other pitches are 6ft maximum on event days.
- 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.

Market Use Only:

- Payment Received
- ID Received
- Public Liability Insurance Received