

Makers Market Set Up Guidance and Terms & Conditions

The information below outlines your agreement with us to take part in the Makers Market. Please read carefully before agreeing to our terms and conditions as part of the application process. Any queries, then please do get in touch with us: hello@vacancyatlas.co.uk

Thanks, the VA Team.

1. General	This agreement is between Vacancy Atlas Ltd and each individual applicant. The agreement is for the event that the individual participates in, set up, pack away and administration of the event before and after the event.
2. Stall Hire Location	107 Cornwall Street, Plymouth, PL1 1PA
3. Date(s)	As indicated on form
4. Times	Start Time - 11:00 End Time - 16:00
5. Access	<p>Please be aware that set up and pack away access will be required to be undertaken via the rear access to the shop. Parking (paid) is located immediately to the rear for unpacking.</p> <p>Please note that there are around 3 steps between the carpark and shop floor to navigate, and the access is a single door size only.</p> <p>If bigger items require more space to get in, please let us know beforehand and we will make suitable arrangements.</p> <p>We can accommodate front set up access to those with more limited mobility, please just let us know beforehand.</p>
6. Permitted Use	Market pitch to sell products, gallery / exhibition space etc, general retail.
7. Set Up	The space will be open from 10:00 for pitch holders to set up. You must be set up a minimum of 15 minutes before opening time, to allow for final preparation for opening and health and safety checks.
8. Packing Up	The space will be open till 17:00 on the day to allow for packing away. No packing away of any products or other items will be allowed until the event has closed to the public, in the interests of safety.
9. Facilities	<p>Vacancy Atlas will not provide any furniture for stalls. We do have limited furniture supplies which could be used if required on the day.</p> <p>There is a WC upstairs that can be used by stall holders but will not be open to the public.</p>

10. Use of Walls etc	<p>Vacancy Atlas are happy for users to utilise the walls etc for display purposes. However we will need to be informed of any proposals such as fixing or hanging from walls and ceilings beforehand and get these agreed.</p> <p>We are unlikely to approve any proposals that require drilling into any surfaces, painting of surfaces etc, unless these can be rectified by the end of the day.</p> <p>Once your application has been approved please contact us to discuss the above. We will not approve the any of the above within the set up period.</p> <p>In any of the above cases, any changes / damage to the existing space and surfaces must be repaired on the day. This includes any marks from fixings of any kind.</p>
11. Use Exclusions	<p>The property is not suitable for the selling of Alcohol or the making / preparation/ selling of food or drink items.</p>
12. Hire Fee	<p>Pitch - £25.00</p>
13. Allocation of Stalls	<p>Allocation of stalls is at the discretion of Vacancy Atlas, we will not enter into any discussion on whether applicants get a space or not.</p> <p>We reserve the right to refuse an application if it considered to not be appropriate.</p> <p>Allocation of space within the Market is at the discretion of Vacancy Atlas, though we will try our best to accommodate your requirements.</p>
14. Insurances	<p>Stall hirers are responsible for arranging their own Public Liability Insurance and Employer's Liability Insurance if applicable, and should cover any activities undertaken at the event, with a limit of liability not less than £1,000,000.00.</p> <p>It is the responsibility of the hirer to ensure that their stock is appropriately insured against damage, theft etc whilst exhibiting / selling in the space, as well as transit to and from the event space.</p> <p>Vacancy Atlas will not be held responsible for any damage, loss of property, injury or accident arising from the hirers own products, market stall display etc.</p>
15. Equipment	<p>It is the responsibility of the hirer to ensure that all equipment and installations brought to the space are safe and useable. All electrical equipment will be required to have been PAT tested.</p>
16. Licenses	<p>It is the responsibility of the hirer to ensure that all necessary permits and licences have been applied for and approved (if required for your use) before the event day, copies will be required by Vacancy Atlas.</p> <p>License will be at the cost of the hirer.</p>
17. Utilities & Services	<p>All utilities are included within the Hire Fee - electric/ lighting etc.</p>
18. Illegal / Nuisance Activities	<p>We agree to not partake, or allow any illegal, indecent, immoral activities within the property as part of the event. We also agree to ensure our activities will not provide a nuisance to neighbouring shops, and other stall holders in the space on the day.</p>

19. Other Non-permitted Activities	<p>We agree that we will not partake or allow to partake the following within the building or externally in relation to your activities within the space:</p> <ul style="list-style-type: none"> - No smoking - Consumption of excessive amounts of alcohol - No animals, apart from guide dogs - No open fires, candles or unauthorised electrical equipment - No loud music - No betting, gambling, gaming etc.
20. Payment Terms	<p>We agree to pay Vacancy Atlas the full amount owed to take part in the event within 5 days of being notified as being successful in getting a space for the market.</p> <p>Vacancy Atlas reserve the right to re-advertise your space if payment is not received in time. We will notify you if we do this.</p> <p>Final details for the event will be given to the stall hirer upon receipt of payment.</p>
21. Cancellations & Refunds	<p>We agree to let Vacancy Atlas as soon as possible if we wish to cancel the hire agreement. We ask that this be a minimum of 7 days before the event to allow us to secure other users to fill the space from a reserve list.</p> <p>We regret to say that we cannot offer refunds if another user cannot be found in time. We will refund your hire fee minus an admin fee if we successfully find another user for your stall.</p>
22. Sub-letting & Change of User	<p>The stall space is let to the applicant and cannot be passed on to any other individual or business without our prior consent. The new user will need to agree to all our terms and conditions.</p> <p>We will not allow sub-letting of stall space for this Maker Market.</p>
23. Additional Requirements	<p>We agree to observe any reasonable additional rules or regulations on the use of the space as specified by Vacancy Atlas, particularly if these relate to the safe use of the space.</p> <p>We agree to observe and reasonable additional rules or regulations requested by the organisers of the West End Carnival, particularly if they relate to the safe use of the space or area around, and the safety of the public.</p>
24. Owners Liabilities	<p>The owner shall not be liable for the death or to or of damage to any property of or for losses, demands, claims, actions, proceedings, damages, costs, expenses or other liability incurred by the hirer and their guests, visitors or any other person in the exercise of the rights granted by this agreement.</p>
25. Packing Away	<p>We agree to leave the space as found, including tidying up and cleaning to an acceptable level. We agree to tidy up and remove all rubbish acquired during the agreement time.</p> <p>We agree to make good any changes made to the space during the hire agreement, including but not limited to:</p> <ul style="list-style-type: none"> - making good any holes in walls, damages etc.
26. Signing the Agreement	<p>The application form asks for these terms and conditions to be read and agreed to as a condition of submitting an application.</p>