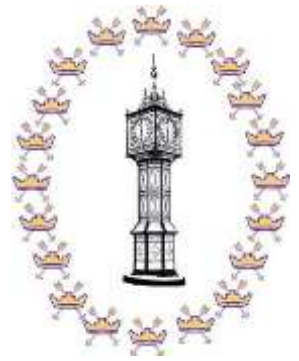


# Downham Market Town Council



## Town Square Trading

### “The Town Centre Community Open Space to Sell/Advertise/Promote/Perform”

#### General

- Town Square Trading take place weekly on the Town Square on Fridays and Saturdays
- Reserved ready assembled stalls for those Traders pre-booked; however Traders **DO NOT** need to pre-book a stall. Stalls will be allocated on a first-come-first-serve basis on your chosen day of trading
- A non-commercial sales pitch is charged at £10.50 per day. This charge includes the pitch cost and hire of the stall. Cash or cheques (made payable to ‘Downham Market Town Council’) are acceptable forms of payment
- Separate charging arrangements apply to commercial advertisement campaigns and product launches
- Payment for a pitch will be collected on your arrival by the Market General Duties Officer. Failure to provide payment of the pitch up-front could result in Traders being denied a stall
- A Town Square Trading stall measures approximately 8ft x 4ft and is sheltered with an overhead cover.
- Traders should arrive from 7:00am - 8:00am to unload – please note that the stalls might not be fully erected until 8:30am
- Trading is from 9:00am-3:00pm. Unless weather conditions are severe, Traders are asked not to pack up before 3:00pm
- Traders **MUST** cease trading at 3:00pm to allow the Market General Duties Officers time to dismantle the stalls prior to the end of their working day
- Vehicles may only park on the side of the Town Square to load/unload. The access across the Town Square must be kept clear at all times
- Parking is off site. Long term parking is available on the Paradise Road car park or the Old Fire Station car park
- The Town Council reserves the right to cancel a Town Square Trading event at any time. This will usually occur on occasions when the Town Council is holding an event that requires the use of the Town Square. Regular Town Square Traders will receive written confirmation of all such cancellations at least four weeks prior to the date of cancellation

#### Charity Stalls

In addition to the above:

- Charitable organisations are eligible to book one Charity Stall per month at a discounted price of £5.50 per day. Charitable organisations must contact the Town Council Office to book dates of hire in advance. Our office opening times are 10:00am - 1:00pm Monday – Friday.

**Should you require any further assistance please do not hesitate to contact the Town Council staff on 01366 387770 or via email at: [info@downhammarkettc.co.uk](mailto:info@downhammarkettc.co.uk)**