



AMENITIES COMMITTEE **STALLHOLDER POLICY**

(See also Events Policy)

Introduction

The purpose of this policy is to protect Marden Parish Council ("MPC") and Stallholders of an MPC event.

Regulations

Set out below are the regulations that are to be adhered to by the Stallholder:

1. Each Stallholder can book one table for their stall. If the stallholder requests two they can be added to a reserve list for an additional table. MPC will contact the relevant stall holders one week prior to the event if spaces remain available. MPC will set a charge per year for each table. MPC reserve the right to review the cost of stalls annually.
2. The allocation of tables will be notified to stall holders at least 7 days prior to the event.
3. In the interests of variation for the public, MPC reserve the right to make sure stalls provide a variety of products or services. Some stall requests may be refused a booking if there are already stalls booked selling the same product/service.
4. The Stallholder is the person who has completed and signed the Stallholder Booking Form.
5. Stallholder Booking Forms must be completed and paid for 14 days prior to the event.
6. The Stallholder must appoint sufficient number of persons to manage the operation of their stall in the interests of public safety.
7. Any Stallholder that sells food (e.g. sweets, bakery, fish, cheese, meat, fruit and vegetables etc) must be in possession of a Food Hygiene Certificate and provide a copy to MPC at the time of booking. Relevant Allergy Information

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Parish Council Amenities – Stallholders Policy September 2026



must be on display at the time of selling. Food being sold to customers must be kept off the floor.

8. A copy of the stallholder's Public Liability insurance certificate, to a minimum value of £1m, must be provided to the Parish Council at the time of booking.
9. Individual stallholders must provide the Parish Council with a risk assessment for their stall at the time of booking. No booking will be confirmed without a risk assessment and copy of the public liability insurance certificate together with a food hygiene certificate (if relevant).
10. MPC has an Environmental Policy and encourages all Stallholders to be mindful of their carbon footprint.
11. MPC has the right to cease the operation of the stall without liability or penalty to MPC when MPC feels such operation is putting members of the public and other stallholders at risk of injury or damage to property.
12. Excluding exceptional circumstances, a Stallholder must give 31 days' notice before the event of non-attendance. This must be provided directly to MPC through the Clerks in writing by email or letter. If cancellation is given within 31 days of the event, MPC reserve the right to withhold the Stallholder booking fee.
13. In the case of non-attendance on the date of the event, no refund will be given of the Stallholder booking fee.
14. MPC accepts no liability for any additional costs, or consequently losses of stallholders.
15. Stallholders may not sub-let all or part of their stall to any other persons without the express permission, in writing, from MPC.
16. If MPC cancels the event for any reason, all Stallholders fees will be refunded.

Stallholders at Marden at Christmas

(1) to (16) as above.

17. Marden at Christmas stalls are located in Marden Memorial Hall on an agreed date and time (normally the first Saturday in December).
18. MPC will layout the tables for stalls and Stallholders will not be able to move their table or change tables with another Stallholder. Any stall or items

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belonging to a Stallholder found to be blocking a fire exit will be moved. All wires, cables etc must be fully secured to the floor to prevent a trip hazard.

19. MPC require that any stallholder vehicle and its goods do not access Marden Memorial Hall any earlier than 2 hours before the event commences. The doors will be open all the time and therefore MPC cannot guarantee the security of items on the stall.

20. Any Stallholders that are parking at the Marden Memorial Hall will not be able to access their vehicle until after the event has finished.

Outside Events

(i) to (xii) as above.

21. Stallholders are responsible for ensuring their stall is weather resilient in the event of inclement weather.

22. If very wet weather and/or high winds are forecast for the day of the event, MPC reserves the right to either cancel the event or change the venue. Stallholders will be kept updated in the week prior to the event and if cancellation or venue change is necessary, will be notified no later than 6.00pm on the previous day.

23. If the venue is changed due to inclement weather and a Stallholder chooses not to attend a full refund will be offered to them.

Adopted by Marden Parish Council on: 10th December 2019

Reviewed/Amended on: 11th June 2020 / 6th April 2021 / 8th March 2022 / 14th March 2023 / 11th July 2023 / 12th March 2024 / 28th January 2025 / 10th March 2026/ 22nd September 2026

Review date: March 2027

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