

# BAILDON FARMERS MARKET



## Online payment procedure

If you would like to move to online payments please fill in the details below and hand it in at the next market, email to [info@baildonfarmersmarket.org](mailto:info@baildonfarmersmarket.org) or post to Baildon Farmers Market c/o Assembly Marketing, 9a Westgate, Baildon, Shipley, BD17 5EH.

Once we have received your completed form, we will send out an invoice to your specified email address no later than the Monday prior to the market.

Fees are payable one month in advance.

For regular stallholders you can set up a standing order, if you would like to confirm the amount which should be paid, please email.

Payment to be received in our bank by close of business hours the Thursday prior to the market.

The bank will be then checked and if not received, a payment request will be generated to pay in cash at the market.

## Bank Details

Baildon Farmers Market

Sort code: 09-01-29

Account Number: 27942352

Please put your stallholder name as payment reference.

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I confirm I would like to move to on line payments, I agree for cleared funds to be in Baildon Farmers Market bank account by the Thursday prior to the market or cash will have to be collected on the market day.

Email address to send invoices to: .....

Signed .....

Date .....

# BAILDON FARMERS MARKET



## Terms & conditions

Baildon Farmers Market is a Community Interest Company that aims to provide food and products sourced as locally as possible, sold to the public by the producers. Consumers can be assured that produce bought at Baildon Farmers Market is sold in line with hygiene and all other relevant legislation and that they are able to trace the product back to the producer.

## Stalls

Stallholders should provide their own stall. Stalls must be of good safe condition and stallholders must supply their own weights of 13kg or above per leg. Stalls considered unsafe will be asked to leave the market.

## Booking conditions

Stallholders should give two weeks' notice if they are unable to attend a market for which they are booked. Pitch rental fees paid in advance cannot be refunded or carried forward.

Stallholders must occupy the pitch that has been allocated to them for that day. Trading must cease at the end of the market and stalls removed promptly after.

Only products as described on the application form may be sold unless prior consent is obtained. Baildon Farmers Market reserves the right to ask a stallholder to remove any product from sale.

## Insurance

All stallholders must have public liability insurance and product liability insurance with at least £5m cover.

Stallholders must provide a copy of their public and product liability insurance which will be retained by Baildon Farmers Market. Stallholders must send copies of the insurance each year when they renew.

## Statutory legislation

All traders must meet the statutory hygiene and trading legislation required by and be registered with their local Environmental Health department and/or Trading Standards department. Trading Standards will make periodic visits to the market.

Stallholders selling products containing alcohol subject to licence, must obtain a Temporary Event Notice from Bradford Council for which they must apply 10 days before the event. This licence must be brought to each market and will be checked on entry. Stallholders without the appropriate licence will not be allowed to set up. Prices must be displayed, and all products labelled clearly. Ingredients, allergens and details of the producer must be available at all times.

All meats must have gone through local, licensed abattoirs and be fit for human consumption. Raw and cooked foods will not be allowed to come into contact with each other or be stored or sold on the same surface or container.

All producers claiming organic status should display a copy of their current certificate on their stall.

## Market requirements

Abusive behaviour will not be tolerated. No aggressive techniques to be used to sell products.

Stallholders must maintain a clean stall and a standard of personal hygiene commensurate with handling food.

They must refrain from trading if there is a medical condition, which could lead to the contamination of produce.

Smoking is not permitted at the stall.

Stallholders must leave their pitch and surrounding area clean and tidy, disposing of their own rubbish.

## Market cancellation

Baildon Farmers Market reserves the right to cancel the market at any time, or make any adjustments required, should conditions be deemed dangerous or unsafe. In the event that the market is officially cancelled, monies paid in advance will be carried forward.