



## 2017 BOOKING FORM

Please print off this form, complete and send to 3 Celtic House, Porthleven, Helston. TR13 9JY

**Bookings taken from 9<sup>th</sup> January 2017**

**Stall allocations from 15<sup>th</sup> February 2017**

**All bookings are subject to availability and upon completion of this form**

- Trading days are Tuesday, Wednesday, Thursday and Sunday each week from 2<sup>nd</sup> April 2017 to 28<sup>th</sup> September 2017.
- **ALL MARKETS MUST BE PAID FOR IN ADVANCE**

Seven oak pergola pitches (stalls) are provided to traders by Porthleven Harbour and Dock Co. on the Harbour Breageside. Overall size is 3.3 metres x 3.3 metres. Electricity is available at each of these stalls for an additional charge of £4/day. Specific pitches cannot be reserved.

Huts are also provided alongside the stalls, these are 8' x 6' and have electricity included in the daily rate

Additionally, there is space at the Breageside end of the Harbour Head for up to 8 gazebo pitches on Tuesdays, Wednesday, Thursdays and Sundays. These must be booked in advance and spaces will be allocated on a first come, first served basis each trading day. You must provide your own gazebo and Public Liability insurance.

	02 April – 30 June	1 July - 10 Sept	11 Sept - 28 Sept
Cost of oak pergola Stalls	£20	£24	£20
Cost of 3m x 3m Gazebo pitch	£20	£24	£20
Cost of 3m x 6m Gazebo pitch	£24	£28	£24
Cost of Market Huts including electric	£24	£28	£24

*'Gazebo pitch' refers to the footprint of the trading area. It may not all be covered by the gazebo.*

**Bookings & Payments must be made for markets at least a month in advance.**

**Traders will not be permitted to set up unless they have booked and paid in advance.**

**Seasonal lease of huts is available for sole use by traders, from April-  
September/October for £2,400 + VAT**

Your Name..... Trading Name.....  
 Type of Business.....  
 Address.....  
 Phone Number..... Mobile Number.....  
 Email.....  
 Website.....

**DATES PREFERRED**

I would prefer an Oak Pergola Stall/Hut/Gazebo pitch. (delete as necessary)  
 Please indicate clearly the dates you wish to book, and enclose full payment with your form for those dates.

NB Bookings can be made a month in advance, but must be paid for at the time of booking.

MARCH @ £20/£24	01,02,05,07,08,09,12,14,15,16,19,21,22,23,26,28,29,30
APRIL @ £20/£24	02,04,05,06,09,11,12,13,16,18,19,20,25,26,27,30
MAY @ £20/£24	02,03,04,07,09,10,11,14,16,17,18,21,23,24,25,28
JUNE @ £20/£24	01,04,06,07,08,11,13,14,15,18,20,21,22,25,27,28,29
JULY @ £24/£28	02,04,05,06,09,11,12,13,16,18,19,20,23,25,26,27,30
AUGUST @ £24/£28	01,23,03,06,08,09,10,13,15,16,17,22,23,24,27,29,30,31
SEPTEMBER @ £24/£28	03,05,06,07,10
SEPTEMBER @ £20/£24	12,13,14,17,19,20,21,24,26,27,28

I would like rent to include electricity @ £4 per socket per market (only available on stalls)

Number of markets booked Stall/Gazebo @ £20/£24 ..... ELECTRIC.....  
 TOTAL .....

Number of markets booked Hut/Large Gazebo @ £24/£28 ..... TOTAL.....

SUB TOTAL .....

Electricity Charge (stalls only) .....

**TOTAL** .....

Cheques should be made payable to: **Porthleven Harbour & Dock Co. Market Stalls**

Please send cheques with your completed and signed form to:

Porthleven Harbour Market, 3 Celtic House, Porthleven, Helston. TR13 9JY

**NB: Booking confirms that you have read and agreed to abide by the Market Rules and Regulations as set out overleaf.**

## Rules and Regulations:

1. All stalls and gazebo pitches will be allocated by the Market Manager. Specific pitches can be requested, but are not guaranteed.
2. Traders are required to provide their own table and display, which must be free standing with **no fixings made to the pergolas or stalls**, and any damage by individual traders must be paid for immediately. Stalls must allow room for customers to get off the road to view merchandise.
3. The Market operates 10.00am - 5.00pm. Traders may arrive to set up from 8.00am and no vehicle may **at any time** block the road. All vehicles **must be cleared** from Breageside and the Harbour Head by 9.30am and **there is no parking available in the shipyard.** Traders must not pack away until the market finishes at 5.00pm unless the decision to finish early is taken by the Market Manager.
4. Pitches must be thoroughly cleaned at the end of each trading day, with all rubbish and debris removed by traders. Do not use the public litterbins. Displays and tables must not intrude into the roadway or overflow into any other space without prior consent from the Market Manager.
5. It is the responsibility of all food producers to observe Environmental Hygiene Regulations. Advice is available through Cornwall County Council.
6. It is the responsibility of all traders to provide proof of Public Liability Insurance
7. **When booking, please check dates carefully as, all stalls and gazebos must be paid for in advance. No refunds or exchanges are available**
8. Bookings are at the discretion of the Market Manager. The Market Manager may cancel bookings with **no refund** if Porthleven Harbour Market Rules and Regulations are not abided by, or the behaviour of any trader, is considered to be anti-social or at risk of bringing the market into disrepute.
9. These Rules and Regulations are subject to change. The Market Manager's decision is final.

Signature .....

Date .....