

# **HAY WARREN CONSERVATION COMMITTEE**

## **The Hiring of Hay Butter Market**

### **Terms and Conditions**

#### **Charges per day (07.30 - 18.00)**

Commercial organisations	£85.00 (£25.00 cancellation charge)
National /International Charitable organisations (Whether situated in Hay or not)	£35.00 (£10.00 cancellation charge)
Small charitable organisations outside of Hay town	£35.00 (£10.00 cancellation charge)
Small charitable organisations within Hay town (The trustees will consider a rebate of the fee for this group if it is applied for in writing)	£25.00 (£10.00 cancellation charge)

**Payments must be made in full at the time of booking.  
Cheques made payable to "The Warren Club"**

#### **Cancellation Terms**

For cancellations made more than 30 days before booking date:  
Cancellation charge applies (as above) and your balance will be refunded.

For cancellations made less than 30 days before booking date:  
The full days hire charge is forfeit.

All queries, payments and correspondence regarding the hiring should be addressed to  
Booking Officer: Pam Webb. 1 The Gardens, Heol-y-Dwr, Hay-on-Wye, Hereford HR3 5AU.  
e-mail: [buttermarketbookings@gmail.com](mailto:buttermarketbookings@gmail.com). Mobile: 07799540622

## **CONDITIONS OF HIRE**

### **1. Bookings**

Bookings made by telephone and email must be confirmed and paid for within seven days.  
If the payment is not received within 7 days the date/s will be released.  
Period of hire is limited by up to 2 consecutive days per month. (called a booking period)  
No more than 2 booking periods can be held at any one time.  
The total of any charges made to sub-letters by the principle hirer should not exceed the daily charge.  
Applications for bookings will be accepted from the 1<sup>st</sup> of December in any current year for the following year.

### **2. Cleanliness**

The Butter Market must be kept clean, and if necessary sweep up after your event.  
All refuse etc. must be cleared up and removed.  
All string, tape etc. to be removed from railings.

### **3. Electricity**

Electricity is available for lighting only. If electricity is required for any other use, terms must be discussed at the time of booking. Please note you will need to bring a step ladder to access the sockets.

### **4. Music.**

Any form of proposed music or singing **must** be disclosed at the time of booking.  
Due to the close proximity of residents and shops, amplified music is not permitted except with specific approval of the trustees. Please note that any proposed entertainment would need a Temporary Events Notice, which you are obliged to obtain from the Powys County Council. A copy to be sent to the Booking Officer.

## **5. Banners and Advertising boards for commercial organisations**

On the day of hire only one advertising signboard can be attached to each set of railings. That is two on Market Street side, two on High Town side and one at each end. These signs must not be more than 1500cm(5ft) by 915cm(3ft)

## **6. Vehicle Access**

Market Street is a pedestrian street with vehicle access restricted to loading and unloading. Shoppers (and in particular children) do not expect vehicles to be driving through this area. Please, therefore, **in the interests of safety, DO NOT** bring vehicles into or obstruct access to Market Street between 10.00 and 17.30.

## **7. The Key**

The key will be made available from:

Eric Pugh & Co, (radios & televisions) The Pavement, Hay on Wye

Tel: 01497 820 350

Mon – Fri: 9am - 5pm Tuesdays are half day closing (closed for lunch 1pm - 2pm)

If the key is required before 9am on the day of hire (or on Sundays) please collect it the day before or telephone Eric to arrange for the gates to be unlocked and cable ties attached.

Return the key to Eric Pugh & Co at the end of the days let.

## **8. Tables**

If you would like to hire the market tables or plastic sheeting please contact:

**Clare 07717 312 286** or **John Evans Tel: 01497 820 590**

Please note these do not belong to the Butter Market Trustees and you are advised to make arrangements well in advance.

## **9. Insurance**

The Warren Club holds Building and Public Liability Insurance for the building itself.

It is the responsibility of each hirer to ensure that their Organisation or all the individual stall holders, (whichever is applicable) take out public liability insurance to cover any statutory responsibilities or liabilities and to protect themselves against all risk and liabilities that may be incurred as a consequence of carrying out their trade or business.

**A copy of your insurance certificate/s or evidence of your charities' cover is required at the time of booking.**

## **10. Health and Safety**

The hirer must ensure that all activities comply with current Health and Safety legislation.

It is advisable for you to nominate a Health and Safety Officer for the day of hire. This person should identify any potential hazards and fill out an "Event Risk Assessment" to cover the Event and return this to the Booking Officer before the event. Please note that you must bring your supply your own fire extinguishers/fire blankets if they could be required.

## **11. Gates**

For safety reasons both sets of gates must be unlocked, so that in an emergency the Butter Market may be evacuated quickly. However, because of the steepness of the steps down to the street in High Town, the gates on the north side of the building must be kept closed, but with access to the gates kept reasonably clear at all times.

## **12. Sale of Goods**

All person selling foodstuffs must comply with current Food and Hygiene Regulations. It is the sole responsibility of all Traders, individually, to ascertain what, if any laws or regulations may be applicable to that traders business.

**The Trustees reserve the right to enforce these conditions during any letting period. The trustees also reserve the right to refuse or cancel bookings without reason.**

## **DEFINITIONS**

A commercial organisation is defined as an organisation when one or more of the stalls sell items for their own or the organisation's profit.

A charity is either a nationally registered charitable institution or a local charity such as churches, chapels, societies etc, where ALL of the proceeds and profits from the hiring are entirely donated to that charity.

## **INFORMATION FOR LESSEES**

Hay Warren Conservation Committee is a local non profit-making organisation, which is administered by unpaid Trustees, who ensure that the Butter Market is kept in good repair. They have a duty to hire out the Butter Market in a sensitive and responsible manner, taking into consideration the townspeople of Hay, local charities, residents and organisations within the immediate area.

As the Butter Market is a prime site in the centre of Hay, consideration must be made to all the Hay businesses, shopkeepers and the people who live close by.

**The earliest you may set up is 07.30 am. and the area must be cleared by 19.00.**

Amended 6/10/2013