



Hylands Estate Market Trading Rules & Guidelines

For Health, Safety and Legal reasons, the following rules must be complied with:

1. All traders must hold Public Liability Insurance with minimum cover of £5 million. A copy of the current certificate must be provided to the Hylands Estate Events Team before attending the markets. This insurance will indemnify both Chelmsford City Council against all actions, proceedings and claims relating to any action of the trader.
2. All stalls and products should comply with the Food Safety (General Food Hygiene) Regulations 1995 and the provisions of the Food Safety Act 1990. All food produce traders shall be required to provide Food & Hygiene Certificates, acquired within the last 3 years and they must inform us of the council they are registered with. A self-assessment check list must be carried out before attending the markets.
3. All traders selling alcohol must hold a Personal Alcohol Licence. A copy of the current personal alcohol licence must be made available to the Hylands Estate Events Team in advance of the sale of alcohol at the Farmers' Market. Only the personal alcohol licence holder or his/her nominated representative over the age of 18 years will be able to sell alcohol during a market.
4. On arrival to the markets, all traders must sign in with the Hylands Estate Duty Manager. Any issues on the day, the Duty Manager may be contact on 01245 605506 (events days only).
5. Traders are permitted to park their vehicles near the market area to set up their stall from 7.30am onwards. However, traders must be cautious of members of the public accessing The Stables & the House as well as the surrounding parkland. All vehicles must be parked in the main visitor's car park by 9am for the duration of the event. No parking is allowed on the grass or around the market trading area unless agreed with the Hylands Estate Events Team prior to the market.

Please note that the park is used by many visitors, remember to:

- drive at 10mph
- use your hazard lights
- be aware of dogs, the public & other park users at all times
- enter and exit the Estate from the New London Road (Three Mile Hill) entrance

Trader's vehicles are permitted back to the market trading area to clear down at the end of the trading day at 4pm. However, traders must still be cautious of members of the public.

6. Location of all trader's stalls is on a first come first serve basis unless agreed prior with the Hylands Estate Events Team. All traders must set up their stalls next to each other, leaving no gaps. Those requiring electric must position themselves nearest the Stables.
7. The market opens at 10am and closes at 4pm. Stalls should not close down or pack up whilst the market is open.
8. Traders will be invoiced by Chelmsford City Council two months in advance of each market with payment due one month in advance of each market. Advance payment will ensure a pitch is reserved. All payments are non-refundable.
9. All stalls must be manned continuously for safety reasons. All traders must operate in a safe and responsible manner at all times with due regard for the health and safety of all persons within Hylands Estate.
10. A limited supply of electricity can be supplied at an additional cost to the pitch fee and must be organised and paid for in advance.
11. All cables and leads must be kept inside the stall area.
12. The park must be left clean and tidy. Any spilt substances must be cleaned up immediately to avoid causing a danger to the public. Hylands Estate Events Team will not accept responsibility for any accident or injury that is caused as a result of a spilt substance that has not been properly cleaned up and removed.
13. Any waste generated by the market stall must be cleared and taken away at the end of the day and shall not be disposed of in The Stables or in permanent litter bins provided by the Council within the park. The ground must be swept if needed and no food must be left on site.
14. The Hylands Events Team must be notified in advance via phone or email if you are unable to attend a market. If you fail to attend on a regular basis your pitch will be offered to an alternative trader.
15. In cases of extreme weather, the Hylands Events Team may have to cancel the market to protect traders and members of the public and to adhere to Health and Safety Regulations. In such cases the Hylands Events Team will contact you in as soon as possible. Please ensure we have your up-to-date contact details on file.
16. Goods/produce for sale must be agreed by Hylands Estate Events Team prior to the markets taking place. Proposals for additional items to be sold other than those items applied on the application form should be applied in writing to Hylands Estate Event Team who will make a decision within 28 days. The management restrict the amount of stall holders selling similar goods.

17. Chelmsford City Council is committed to ensuring that all citizens in the City, our staff and all those associated with the council; receive fair and appropriate services and treatment. Chelmsford City Council requires all parties which have a business relationship with the Council to adhere to the principles of the current Equality and Diversity scheme. For more information please visit:
www.chelmsford.gov.uk/equalityanddiversity.
18. Abusive behaviour displayed to other traders, members of the public or Hylands State staff will not be tolerated and may lead to the producer being excluded from future Farmer's Markets.
19. All problems / accidents must be reported immediately to the Duty Manager on 01245 605506 or to the Events Team on 01245 605500 (Monday – Friday only).