

## LEIGHTON BUZZARD MARKET CHARITY STALL GUIDELINES

The aims of providing a free charity stall is to create awareness of local social infrastructure and activities that residents may wish to take part in or receive support from. It also provides the opportunity to raise funds.

- a. One free pitch shall be offered each year (March to March) to each individual charity and community group.
- b. The pitch may be booked no more than six weeks in advance of the attendance date.
- c. The pitch size must not exceed 3mx3m (Market Manager discretion to be applied).
- d. In the interests of impartiality and to safeguard the Council administration as an independent body, the use of town events and the town market for Party Political purposes and all other activities associated thereof will not be granted unless special circumstances determine otherwise. As the Responsible Officer to the Council, the decision to either grant or refuse permission will rest with the Town Clerk.
- e. The placement of the pitch is at the discretion of the Market Manager or their representative.
- f. Additional attendances of the market shall incur a nominal fee and subject to availability.

N.B. Should a Political party wish the use of the public highway for that purpose, it is advised that contact be made with the principal authority who can advise as to the necessary documentation required for that particular purpose.

By attending Leighton Buzzard Market as a Charity or Community stall, you agree to abide by these guidelines.

The Town Council's Privacy Notice can be viewed on its website.