

TRING TOWN COUNCIL

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TRING MARKET PLACE: PROTOCOL FOR USE

Tring Market Place is part of the Brook Street land owned by Tring Town Council, which also comprises the site of Tring Market Auctions and the front office to be used as a Local History Museum. The Market site was refurbished and opened for use in September 2005. Its postal address is **Tring Market Place, Brook Street, Tring HP23 5ED**. The site consists of an open hard-surfaced area of 0.18ha (0.44 acres) enclosed by attractive sheep pen railings and shrub planting on the frontage to Brook Street. There are two entrance gates for unloading and loading of stalls or exhibition equipment. There is no provision for storage on site. Facilities include a metered supply of water and electricity. There are four lampposts providing low-level illumination. The site is adjacent to the Forge car park (public vehicular entrance off the High Street) which provides one hour free car parking for shoppers/visitors; longer stays are moderately priced. Tring Town Council decided at the meeting of its Buildings & Assets Committee on Monday

6th February 2006 that use would be not only for the Charter Market and the Tring Farmers' Market but also for hire by any local community, non profit-making and voluntary group; and for commercial organisations and individuals, at its discretion. The following is the agreed protocol for the various uses itemised above.

The Council reserves the right to vary from time to time the provisions of this Protocol.

Permanent Use

The Market Place shall be permanently available for use by Tring Charter Market every Friday in the year. However Tring Market shall not be held on Christmas Day, Boxing Day or New Year's Day, when the alternatives will be Christmas Eve and New Year's Eve respectively.

Regular Use

The County Market Company Ltd, t/a Tring Farmers' Market, shall have use of the site on alternate Saturdays (specific dates on application), as specified in its Licence, as long as that Licence continues to be in place.

Occasional Use

Non Profit-Making Organisations

1. Outside the days specified above, Tring Market Place shall be primarily available for use by charitable, voluntary and non profit-making organisations.
2. A discretionary charge of up to £50 may be levied to offset the Council's costs, if deemed appropriate. The Clerk of the Council, in association with the Chairman of Buildings & Assets Committee, will decide.
3. Where there are competing applications to use the site on a given day and no contract has been entered into, a non profit-making body will take precedence.
4. Evening use will be at the Council's discretion.

Profit-Making Organisations

1. Any profit-making organisation may apply to hire the site. Use will be considered on an ad hoc basis and, in the event of uncertainty, the final decision on permission will be with the Buildings & Assets Committee.
2. As from 1st April 2008 the cost of hiring the site will be £120 for a full day or £60 for a half day. Review of these costs will take place annually.
3. Evening use will be at the Council's discretion.

Use by Individuals

The Council will consider hiring the site out to individuals, on the conditions applied to profit-making organisations; but additional guarantees and assurances may be required. Please contact the Clerk to discuss.

All Users

All applicants must:

1. Provide proof of public liability insurance.
2. Protect the fabric of the site against damage, spillage etc.
3. Provide evidence of a Risk Assessment of the activity to take place.
4. Consider whether a Temporary Event Notice will be needed for the event and, if necessary, obtain one. Before applying to Dacorum Borough Council www.dacorum.gov.uk for such a Notice the permission of this Council must first be obtained.
5. If appropriate, provide evidence of traffic management, parking and waste disposal arrangements. You may contact Dacorum Borough Council www.dacorum.gov.uk to arrange for waste disposal or alternatively use a private contractor of your choice.
6. Pay the hiring charge in full on confirmation of booking, if any such payment is required.

How to Apply

1. In the first instance, contact The Clerk's Office either in writing or by phone to discuss your proposed event.
2. If the use is considered acceptable and the date required is available, the applicant will be required to make a formal application in writing, and on headed paper if an organisation.

Cancellation

1. A minimum of five working days' notice in writing by the applicant of cancellation of the event is required for a full refund, provided no significant expense has been or will be incurred by the Council as a result. Inside five working days the Council reserves the right to retain the hiring fee in full. Outside five working days the Council reserves the right to retain part of the fee to compensate for administrative costs.
2. The Council reserves the right to cancel an event in the light of unavoidable circumstances; and will accept no liability for cancellation.

Susan Johnson

Clerk of the Council