



AUDLEM PARISH COUNCIL

USE OF THE BUTTER MARKET POLICY

1. The Butter Market is available for use by registered charities and not for profit organisations, those working directly within the community of Audlem being given preference.
2. Under normal circumstances, use is limited to 2 hours, normally between 10am and 12 noon on Saturdays, however other times can be accommodated. *
3. Normally, any group would not be eligible to more than 2 sessions in any 12 month period. *
4. If selling food products or produce, applicants must satisfy the requirements of Cheshire East Environmental Health. Further information can be found at:

http://www.cheshireeast.gov.uk/environment_and_planning/environmental_health.aspx

5. Evidence of Public Liability Insurance must be provided to the Parish Clerk.
6. A disclaimer may be required to be signed in advance of any agreed usage.
7. It is the applicant's responsibility to get in touch with St James' Church to ensure that their proposed usage does not clash with any scheduled weddings, etc.

*Exceptions to points 2 and 3 would include use of the Butter Market when no items are on sale such as a rallying point for community events or community information stalls.

To apply, please email or write to the Parish Clerk including the following information:

- ✓ Name of organisation
- ✓ Contact information
- ✓ Date required
- ✓ Time required
- ✓ Nature of the stall, with specific information of any products to be sold – e.g. community information point, raffle ticket selling, selling food produce, selling charity fundraising products, cake stall
- ✓ Confirmation that St James' Church has been consulted.
- ✓ PLUS: Evidence of public liability insurance (electronic or paper copy)

PARISH CLERK:

parishcouncil@audlempc.co.uk

Address: 1 St Chads Way, Norton in Hales, TF9 4AW