



# **MACCLESFIELD TOWN COUNCIL**

## **Event Stall and Contractor Allocation Policy**



## Document Version Control

Document Title: Event stall and contractor allocation

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1	23/06/23	HG/LS	New Policy



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Macclesfield Town Council holds numerous community events each year.

This policy is intended to provide detailed guidance and assistance in selecting stallholders and contractors to attend these events.

### **1. Event planning process**

During the event planning phase, the Events Officer will detail the aim and concept of the proposed event. As part of this process, contractors and stallholders will be identified who will be of benefit to the event.

### **2. Criteria for selection of private providers**

The Events Officer will use the following criteria when considering which contractors and stallholders to use at an event:

- a) Is the provider local? It is not always possible to use local providers, but the team will endeavour to do this wherever possible.
- b) Will this provider fulfil a requirement of the event plan?
- c) Has this provider got a proven good track record?
- d) Will this provider contribute positively to the overall event?
- e) The Town Council has declared a Climate Emergency and expects that providers will also have a commitment to climate change.

### **3. Process after stalls/contractors have been selected.**

The providers that have been selected to attend must:

- a) Provide a copy of their public liability insurance document (min £5,000,000)
- b) If providing food, provide evidence of a food hygiene certification
- c) Carry out their own risk assessment of the activity they will be providing
- d) Maintain regular communication with the Events Officer

If the above cannot be provided, the contractor/stallholder will not be able to attend the event.

### **4. Criteria for the selection of community organisations and charities**

For some events, community organisations and charities can attend, and the following criteria will be applied:

- a) The charity/organisations have a written constitution.
- b) The aims of the charity or organisation must align with the Councils and the event subject.



- c) That charities/organisations that work with children or vulnerable people must have a safeguarding policy and be individuals must be DBS checked as appropriate,
- d) No petitions can take place to the event.
- e) No political campaigning can take place at the event.
- f) The Town Council has declared a Climate Emergency and expects that organisations will also have a commitment to climate change.
- g) There will only be availability for one charity bucket collection to take place per event. This will have to be authorised, in writing, by contacting the Events Officer prior to the event and the charity is responsible for applying for and obtaining the bucket licence from Cheshire East Council. Please note, no bucket collection can take place without a bucket licence in place.
- h) A booking form must be completed.

## 5. Further Criteria

- a) New providers may be asked for references, or evidence of track records, and capability to provide a stall and contribute towards the event.
- b) We expect every business, provider, charity or group to behave courteously and politely to attendees of the event and each other.

**Not every business, provider, charity or group can attend events as there are often space limitations. Whilst the Events Officer will be as fair as possible, their decision will be final.**