

Charity / Local Organisation Undercroft Rules

- The Undercroft must be booked via Deal Town Council's Market Officer.
- The Undercroft is only available for hire by charitable organisations for tabletop sales and is solely hired to the person, society, committee, or other person responsible for the proposed collection or sale. Under no circumstances is the Undercroft to be sub-let to another organisation or private seller.
- Times of use are between 8am and 1pm.
- A fee of £25.00 per date is required at the time of confirmation. This will be done via bank transfer and details will be sent to you on confirmation of your booking.
- No refunds will be given, but the booking may be transferred to another available date subject to council approval.
- Tables will be arranged in a set format by a Deal Town Council Officer and must only be moved by a member of Deal Town Council staff to comply with Health and Safety regulations.
- All sale items are to be contained on or within the table space provided. Under no circumstances must anything be placed anywhere else within the Undercroft e.g., gates, window frames, doorways, or benches. The hirer must only sell goods or services for which they have permission. The sale of guns, crossbows, axes, swords, or knives is not permitted.
- No advertising materials such as posters, banners, bunting or decorations should be attached to Deal Town Council property, including gates, walls, windows, doors, pillars, and noticeboards.
- All refuse must be removed, and the Undercroft left tidy, goods must be packed away and **the hirer offsite by 1pm.**
- The hirer must have valid public liability insurance.
- If the hirer handles and sells food at the event they are required to do so safely.
- A DDC application for a permit to make a street collection or sale must be completed under the Local Government Act 1972 once your booking has been confirmed. The hirer will be responsible for doing this and will have to show proof before the date.
- Smoking and vaping in the Undercroft is strictly prohibited.
- Failure to adhere to these conditions may result in future bookings being refused.
- Deal Town Council has a zero tolerance for unacceptable behavior towards our staff. Violence against staff is a crime, and threatening or violent behavior, which is rare, will not be tolerated in any form whatsoever.