



## Use of the Podium and Market Square Guidelines

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## Use of the Podium and Market Square Guidelines

### **1.Usage**

The Podium and Market Square can be used for the following, this list is not exhaustive.

- Highworth Weekly Market
- Community Outreach
- A General Community meeting space
- Business use i.e. Café tables
- Civic functions
- Charitable promotions
- Church/Carol Services
- May Day
- Christmas Lights

### Use by Cafes/Public Houses

Cafes may put tables and chairs on the Podium. The responsibility of the tables and chairs along with the clearing of any litter (including cigarette butts) is the responsibility of the business owner. Highworth Town Council expects especially during COVID-19 times that frequent cleaning and disinfecting of tables will take place and again the onus is entirely down to the business owner. This area is solely for non-alcoholic beverages, alcohol **must not** be consumed. Business owners are to ensure that their own insurance policy covers customers while dining on the Podium. Storage facilities are not permitted in any circumstances.

Usage will be reviewed every 12 months. Priority will be given to any charity/group or event that have booked the Podium.

### **2. Making a booking**

If you would like to book the Podium or Market Square, please contact Highworth Town Council [admin@highworthtowncouncil.gov.uk](mailto:admin@highworthtowncouncil.gov.uk) or 01793 762377.

Bookings of the Podium will be for single use, unless prior agreement is sought from Highworth Town Council.

### **3. Conditions of use**

A copy of the users Public Liability Insurance will be required unless agreed with Highworth Town Council prior to the booking being agreed.

A Risk Assessment may be required prior to the booking taking place.

The walkway from the Market Place to the Podium steps must be kept clear at all times.

Vehicles are not permitted on the Podium without prior permission from The Town Clerk.

The Market Square Car Park is to be free of cars from 6:00am on Saturdays.

No parking spaces are to be designated for individual businesses unless agreed by the Council on application for a temporary specific purpose. Highworth Town Council reserves the right to close off spaces for events and parking.

These guidelines must be adhered to at all times. If you are in breach of these conditions future bookings will not be granted.

Name.....

Signature.....

On behalf of (Group or Business).....