

General information

The Town Centre is managed by Stevenage Borough Council (SBC). Registered charities can hire a pitch in the Town Centre free of charge by contacting SBC on the following numbers:

Tina Benson (Town Centre Manager) **01438 242184**

'Commercial charities' are charged £120.00 per day per booking. Promotional rate may apply for block bookings or full week bookings. Commercial charities must contact:

Magdalena Kwiatek (Market and Estates Officer) **01438 242411**

Carlo Perricone (Garages and Market Manager) **01438 242129**

Letting Process

1. Prospective hirer is required to complete an **application form**. Upon receiving the completed application form the town centre team will decide whether this is a free of charge or a chargeable booking.
2. **Availability:**
 - Availability sheet is sent to every hirer; however the service is very fluid; therefore town centre team will double check availability on the dates specified in your application.
3. **Licence:**
 - A 'Licence' is an agreement for the goods or services a licensee is allowed to promote. Once date/s and location are agreed SBC officer will send you the Licence Agreement.
 - Rent must be paid in advance prior to booking date (if rent is applicable – commercial charities only). Payments can be made by calling:
Customer Services 01438 242242
Or
Finance Officer 01438 242830
 - If you are a commercial charity, you must give us at least 7 days' notice in order to invoice you.
 - No trading can commence until a Licence Agreement (or an Interim Trading Agreement) has been duly completed and signed.
4. **Food:**
 - If a hirer is looking to provide food or drinks during an event, they must first contact Environmental Health env.health@stevenage.gov.uk and provide a proof they have the permission to give it away/sell it on the day.
5. **Sale of goods:**
 - Hirers that want to sell goods in order to raise money must apply for Occasional Street Trading Consent by contacting Licencing department: env.health@stevenage.gov.uk or 01438 242684
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6. Electrical point:

- Access to power point can be gained only in specific locations and with prior agreement
 - The hirer can collect a key to power point and a connector from SBC, Daneshill House – date of collection and return of the key and a connector will be agreed with SBC Officer.
7. If any point of the Licence is breached, SBC have the right to refuse future bookings.

Charity Small Events/Bookings - Requirements

Permission

- Collectors in public places (on the street) generally require permission from the local authority. The Organizer must seek permission from Stevenage Borough Council and obtain License Agreement from Property and Estates department (contact details above).
- If selling products at an event, charities must ensure they are eligible to trade or that the trade fits within the trading exemptions. Also Casual Street Trading Consent Licence must be obtained from Licencing Department:

licencing@stevenage.gov.uk

tel.: 01438 242259

Any products being sold at the event must comply with relevant safety standards.

- Any food being supplied must comply with regulations applying to food (Food Hygiene {England} Regulations 2006). For further details contact the Environmental Health Department:

env.health@stevenage.gov.uk

tel.: 01438 242665

In case the charity is approached by an Officer requesting proof of booking, person responsible for the pitch/event must be able to show such proof. Please make sure that the person has the Licence Agreement and any relevant documents with SBC signature on the day.

Access to Town Centre can be gained via access gates in bus station and a letter with a code to the gate will be issued together with the Licence Agreement.

Visual

Staff/volunteers should have visible identity badges containing charity details and their name. The stall/event area should have significant signage with the charity's name.

Make sure you have secure collection buckets and tins. If you are third party acting on behalf of a charity, as with all fundraising activities, contact the organization that you wish to fundraise for as they may be able to supply you with suitable collection materials and/or additional guidance. Again, these should be displaying charity's name.

Risk Assessment & Insurance

Fundraising Organisations which are employers must carry out a sufficient and suitable risk assessment before undertaking an event of any size. Other fundraisers (who are not employers) must carry out a risk assessment where it is reasonable to do so.

Fundraising organisations must carry out [the Disclosure and Barring Service](#) checks where appropriate.

Link: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Any compulsory insurance policies (for example, covering employees and use of cars) must be in place and they must ensure there is sufficient third party public liability (PLI) cover in place.

When returning signed Licence Agreement a copy of Pi will be requested. Failure to provide such evidence will result in cancelled booking.

Venue/Location

Stevenage Town Centre has 3 major locations where charities can book their events/ promotional pitch, subject to availability:

- Town Square (access to plant room by the fountain must always remain clear)





- Exhibition Area



- Forum Square



Charity/organization must set up in a location specified in their Licence Agreement – photo of the location and town centre map is always attached to the Licence Agreement. Please note that SBC has the right to accept commercial booking in the same locations on the day of your event/booking, subject to available space.

Access to a power point is available upon request – a key and a connector can be collected from SBC offices. Please note power points are only available in certain locations. Should you wish to use a generator, it must be a silent generator.

Charity Events/Bookings - Other Locations for Bigger Events

If you would like to organize an event in Stevenage outside Stevenage Town Centre, please visit Stevenage Borough Council website for more information:

<http://www.stevenage.gov.uk/news-and-events/124053/>

Fill in Event Notification Form and send it to licencing@stevenage.gov.uk

Charity Money Collections/ Direct Debit Collections

Charities wishing to organize street collection or do direct debit collections, you need to contact Mary Cherry, Constitutional Services Support Officer: E-mail:

mary.cherry@stevenage.gov.uk