



MONTHLY ARTISAIN MARKET APPLICATION.

1. Introduction

Please complete this application and submit to support@crewetowncouncil.gov.uk by 10am on Monday 16th January 2023. All emails should be headed Crewe Town Artisan Market opportunity. All emails should be headed Crewe Town Monthly Artisan Market opportunity (name of market operator).

Please note that tenders will be assessed and marked out of 100% on the following:

- Your previous experience of delivering and managing monthly outdoor artisan markets – 25%
- Variety and quality of offering (this will also relate to the level/standard of traders and products available) – 35%
- Please provide details of how much you charge traders, including what's provided – 25%
- Knowledge and experience to complete the required health and safety documentation and Health and safety management during the event – 15%

Each question will be scored between 0 and 5 using the below methodology:

0	Question not answered
1	Minimal Answer
2	Partial Answer
3	Mostly Answered
4	Fully Answered
5	Fully Answered with examples

2. Contact Details

Main contact name	
Trading name that will be used if successful in this procurement	
Role in organisation	

Phone number	
E-mail address (All correspondence will be sent by email, unless you have stated otherwise. Please ensure that you also check your junk file as we will not be held responsible for unreceived emails)	
Postal address	

3. Proposed Market/Event Information.

Tell us about your previous experience of delivering and managing monthly outdoor artisan markets (25%).	
Tell us about the variety and quality of offering (this will also relate to the level/standard of traders and products available). Please provide examples (35%).	
Please provide details of how much you charge traders, including what's provided (infrastructure, marketing etc) 25%.	
Tell us about your knowledge and experience in completing the required health and safety documentation and Health and safety management during the event (15%)	

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4. References.

<p>Please give the names, addresses and telephone numbers for events where you have operated and where references can be obtained:</p> <p>Name of contact person: Event: Date of event: Address: Telephone number: Email:</p>	
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5. Documentation

<p>Documentation to be provided with your tender application Public Liability Insurance (to minimum value of £5m) Example of Risk Assessment.</p>	
<p>Documentation to be provided eight weeks before the initial market, including evidence of Trader insurance (all traders are required to hold public and product liability insurance for up to £5 million) Food Hygiene ratings (if appropriate), the Event Management Plan, Risk Assessment, Fire Risk Assessment, PAT test (if appropriate), proof of road closures.</p>	

6. Declaration.

I have read and will comply with the Terms and Conditions of Tender.

Signed: Date:

All correspondence will be sent by email, unless you have stated otherwise. Please ensure that you also check your junk file as we will not be held responsible for unreceived emails.