**Pop-Up Shop Rental Application Form**

**Fairfield House, 43 High Street, Newmarket**

**Business & Contact Information**

1. **Company Name:**
2. **Branding/Product Name** (if different from company name):
3. **Business Type & Legal Structure** (e.g., sole trader, limited company, partnership):
4. **Business Description & Target Audience** (brief summary):
5. **Website & Social Media Links:**
6. **Previous Pop-Up or Retail Experience:**
7. **Where do you currently sell your products?** (online, markets, other stores, etc.):
8. **Average Turnover Per Month** (approximate, for internal reference only):
9. **VAT Registration Number** (if applicable):
10. **Business Registration Number** (if a limited company):
11. **Primary Contact Name:**
12. **Phone Number & Email Address:**

**Rental Details & Operational Plans**

1. **Duration of Hire:**

* ☐ 2 weeks
* ☐ 4 weeks
* ☐ 6 weeks
* ☐ 8 weeks
* ☐ other

Please state: ……………………………………………………………………………………………………………………  
*(Minimum donation: £200 per week, inclusive of all bills)*

1. **Likely Opening Hours:**
2. **Will you require access outside standard hours for setup/restocking?**
3. **How would you dress/present the shop window?**
4. **How will you fill the space in terms of fit-out?** (attach a draft plan if possible):
5. **Do you have any specific dates for launch events or promotions?**
6. **Will you be offering workshops, events, or in-store experiences?**
7. **Do you need assistance with marketing and promotion from the charity and Love Newmarket BID?**
8. **How do you plan to process transactions?** (cash, card reader, online payments):

**Practical & Compliance Considerations**

1. **How do you intend to utilise the shop window or display items (floor plans are available to support your display choices)?**
2. **Do you require storage space on-site?**
3. **Will you be making any temporary alterations to the space?** (painting, racking, shelving, lighting changes, etc.):
4. **Waste Management Plan** – How much excessive packaging waste do you anticipate.

**Legal & Financial Confirmation**

1. **Do you have the necessary insurance?**

* ☐ Public Liability Insurance (attach certificate)
* ☐ Employers’ Liability Insurance (if applicable, attach certificate)

1. **Do you have adequate risk assessments?** (attach if necessary):
2. **Deposit & Payment Agreement** – Confirm understanding of payment terms:
3. **Agreed Handover Date & Time** (start and end of the hire period):
4. **Exit & Cleaning Responsibilities** – Confirm understanding of requirements:
5. **Agreement to Terms & Conditions** – Signature & Date:

Thank you for your interest in renting the pop-up shop.

Once completed, please return this form along with any required documents to admin@newmarketcharity.org