

BRAUNSTONE TOWN SUMMER FETE
APPLICATION TO HAVE A PRIVATE/COMMERCIAL STALL

SATURDAY 28th JULY 2018 11am till 4pm

Tables/chairs/gazeboes are not provided by the Town Council and stallholders must provide their own tables/chairs etc. If gazeboes are used next to, rather than over, a stall (for weather protection) they count as a second stall. If your gazebo is larger than 4m you will need to book two pitches. **Please check before booking**

Name of Organisation (if applicable):
Type Of Stall: Jewellery/cards/promotion etc.
Your Name:
Address:
Postcode:
Telephone:
Email address:
Number of pitches you require:
PRIVATE/PROFIT-MAKING STALLS £16.50 PER PITCH (Approximately 4m wide) * PAYMENT FOR THE PITCH MUST ACCOMPANY THIS FORM – A PITCH <u>WILL NOT</u> BE RESERVED WITHOUT PAYMENT (cash, cheques payable to Braunstone Town Council, debit/credit card) * DEADLINE FOR STALL BOOKINGS IS <u>13th JULY 2018</u> * STALLS ARE ALLOCATED ON A FIRST COME FIRST SERVED BASIS
TOTAL AMOUNT PAID £ RECEIPT NUMBER
Can we pass your contact details on to customers who are interested in your products? <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>
Notes/comments

Car Parking – Cars may be parked behind stalls unless otherwise notified

Set up - stall holders can set up from 8.30am

Pitches – pitches for tables will be marked out on the grass and numbered. A letter will be sent near to the date of the fete with a layout of the park and your allocated plot number. The plot will be approximately 4m wide – please ensure you book and pay for sufficient pitches for your activity.

Power – please note that there will be NO power available on the park. If you require power for your activity you will need to provide your own generator. Please indicate on the form if you are bringing a generator

Health & Safety - All Stallholders are responsible for and must comply with all Health & Safety and Licensing restrictions. If necessary, attractions / Stallholders must carry their own insurance. If you are running a food outlet, please forward **Basic Food Hygiene Certificate with booking form and payment** as this need to be forwarded to Blaby District Council Environmental Health

Clean up - Stall holders are requested to help clean up around their stall after the event. Black bags will be available on the day if required.

DATA PROTECTION: *by applying for a stall at the Summer Fete you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*

Your Signature: Date

Please return to: Mrs Pauline Snow, Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP 0116 2890045